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1990

ANNUAL REPORT

of the Commissioners, Treasurer

and other County Officers of

STRAFFORD COUNTY

New Hampshire



Nelson Goodfield

***For the Year Ending
December 31, 1990***

The 1990 Annual Report is Dedicated
In Fond Memory of

- *Captain Nelson Goodfield* -

Twelve Years of Dedicated Service as
Strafford County House of Corrections Administrator
December 1978 - September 1990

Front Cover Illustration by Lisa Jabar

1990 ANNUAL REPORT

of the Commissioners, Treasurer

and other County Officers

STRAFFORD COUNTY

New Hampshire

For the Year Ending

December 31, 1990

STRAFFORD COUNTY DELEGATION

Edwin P. ... M.D.

Patricia Clay, M.D.

Lawrence ... M.D.

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STRAFFORD COUNTY OFFICERS

1989 - 1990

COMMISSIONERS

George Maglaras, Chairman*	Dover, N.H.
Paul J. Dumont, V. Chairman*	Rochester, N.H.
Roland R. Roberge, Clerk*	Rochester, N.H.

TREASURER

Charles C. Crocco*	Dover, N.H.
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EXECUTIVE ASSISTANT

Raymond F. Bower	Lee, N.H.
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COUNTY ATTORNEY

Lincoln T. Soldati*	Somersworth, N.H.
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COUNTY SHERIFF

Richard Cavanaugh*	Rochester, N.H.
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REGISTER OF DEEDS

Philippe Morrisette*	Dover, N.H.
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REGISTER OF PROBATE

Kimberly S. Quint*	Dover, N.H.
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JUDGE OF PROBATE

Gary R. Cassavechia	Rochester, N.H.
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CLERK OF SUPERIOR COURT

Donald Goodnow	Dover, N.H.
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NURSING HOME ADMINISTRATOR

Raymond F. Bower	Lee, N.H.
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CORRECTIONS ADMINISTRATOR

Nelson Goodfield (Jan.-Sept.)	Rochester, N.H.
Robert LeClair (Oct.-Dec.)	Farmington, N.H.

HUMAN SERVICES DIRECTOR

Cheryl A. Moulton	Berwick, M.E.
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MEDICAL REFEREE

Pathologist Professionals	Rochester, N.H.
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CHAPLAINS

Dover Clergy Association	Dover, N.H.
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COUNTY PHYSICIANS

Edwin Charle, M.D.	Somersworth, N.H.
Patrick Clary, M.D.	Somersworth, N.H.
Lawrence Sanders, M.D.	Dover, N.H.

**Elected Positions*

STRAFFORD COUNTY DELEGATION

1989 - 1990

James Appleby*	E. Rochester, N.H.
Mary E. Bernard	Dover, N.H.
Drucilla Bickford*	Rochester, N.H.
Julie Brown	Rochester, N.H.
Wayne Burton	Durham, N.H.
Robert J. Callaghan*	Rochester, N.H.
Albert J. Dionne	Rollinsford, N.H.
Anita A. Flynn*	Somersworth, N.H.
Edward J. Flynn*	Somersworth, N.H.
Patricia H. Foss	Strafford, N.H.
Roland A. Frechette*	Somersworth, N.H.
Gary Gilmore	Dover, N.H.
Sandra Keans*	Rochester, N.H.
William K. Kincaid*	Dover, N.H.
Paula Kinney*	Dover, N.H.
Douglas Lachance*	Barrington, N.H.
Robert Marston	Dover, N.H.
W. Kent Martling*	Durham, N.H.
William H. McCann, Jr.	Dover, N.H.
Amanda Merrill	Durham, N.H.
George T. Musler	Barrington, N.H.
John O'Brien	Strafford, N.H.
Joe B. Parks	Dover, N.H.
Janet Pelley	Rochester, N.H.
Thomas Scharff	Dover, N.H.
Leo Spencer	Dover, N.H.
Glenn Stewart	Union, N.H.
Henry Sullivan*	Farmington, N.H.
Warren L. Swope*	Milton Mills, N.H.
Ann Torr*	Dover, N.H.
Ralph W. Torr	Rochester, N.H.
William Tsiros	Farmington, N.H.
Francis Vincent	Somersworth, N.H.
Janet Wall*	Madbury, N.H.
Katherine Wells Wheeler*	Durham, N.H.
John Young	Strafford, N.H.

**Denotes Executive Committee Members*

1990 ANNUAL REPORT OF THE
STRAFFORD COUNTY COMMISSIONERS

The year 1990 was a very successful one for Strafford County. During this year, the Alms House renovation was completed and, with few exceptions, it was problem-free. The structure was occupied by Southeastern New Hampshire Services (SENH) on February 22, 1990. The Strafford County House of Corrections began housing minimum security inmates in the Alms House on April 9th. Riverside Rest Home continued to retain a stable work force and maintained a ninety-nine percent (99%) occupancy rate. We accomplished this while maximizing income and limiting expenses which provided for a \$600,000 surplus at year's end.

The dining room and kitchen renovations at Riverside Rest Home posed a few problems. The process of completely renovating a functioning kitchen without interrupting meal preparation was very difficult. Initial construction plans called for a three week shut down of the kitchen. Preliminary cost estimates showed a cost of \$20,000 per week beyond our costs to have meals prepared by an outside vendor for that three week period. However, Dietary and Maintenance Department staff worked closely with the construction crew and we were able to complete the construction on time without closing the kitchen and still complying with all health code requirements. This extra effort by staff yielded great savings for the Strafford County taxpayers.

In June we held an "Open House" at the Alms House and Riverside Rest Home and it was a great success. While the turnout did not meet our goal, the people who came were very interested and impressed with the results. The new dining room furniture has arrived for Riverside and will assist in deinstitutionalizing the appearance of the dining room, which is one of our main social areas in the facility.

Strafford County was again recognized at the New Hampshire Association of Counties Annual Convention. Raymond F. Bower, Riverside Rest Home Administrator and Executive Assistant to the Commissioners, was named New

Hampshire Administrator of the Year. We share the Association's praise of Ray's accomplishment at Riverside and will work with him for continued success.

In late September of 1990, the reimbursement rate for Medicaid residents at Riverside Rest Home was set at \$95.63 per resident/per day, an increase of \$13.96 over 1989's rate of \$81.67. We are especially pleased that included in this rate is \$76,071 extra reimbursement for efficiency in Administration at Riverside. This figure was determined when Riverside Rest Home was compared to all nursing homes in New Hampshire that are one (100) beds or larger.

Once again this year, Strafford County participated in New Hampshire's County Government Week in May. Approximately 120 students representing most Strafford County high schools spent a day at the County complex. The day's activities were comprised of an hour slide show, which included a question and answer period with the Commissioners present, a meeting and short lectures by County Attorney Lincoln Soldati, Register of Deeds Philippe Morrisette, Sheriff Richard Cavanaugh, and Human Service Director Cheryl Moulton and employees, and tours of both Riverside Rest Home and the Strafford County Jail. This program was spread over four (4) days, with approximately 30 students and teachers participating each day. The students were specially selected to act as a seed group who would return to their classes to talk about County Government. Each year this program is offered we receive very positive feedback from the schools who participate.

As we started the third quarter of 1990, a major concern developed. We were having continuing problems with our waste water lagoons. Due to the failure of our aeration system, our effluent discharge levels violated our Environmental Protection Agency (EPA) issued permit. We have been working with the State of New Hampshire and the EPA to correct our problems, but the short-term costs became significant.

The long-term solution to the lagoon problem is more complicated. The emergency repairs that were done are not winter proof. We are questioning the feasibility of expensive long-term repairs. An alternative would be to tie in to the Dover sewer system which is now within 1.5 miles of the County Complex. We lacked the expertise to judge the best alternative available to us.

In response to this, and with the approval of the Strafford County Delegation Executive Committee, we hired the engineering firm of Provan and Lorber to perform a Waste Water Treatment Facility study. The purpose of the study is to ascertain the County's specific needs for waste water disposal for the future and to look into the possibility of tying into the City of Dover's sewage line which currently ends at County Farm Road and Sixth Street. The cost of the study was \$1,900.00 and was completed during 1990.

Considering these significant accomplishments in 1990 and ambitious plans for 1991, we are pleased to report the Commissioners' Proposed 1991 Budget will show a tax increase of less than four percent (4%). This budget is frugal, but we believe it will allow for the high level of service Strafford County residents are accustomed to getting from their County government.

All of us in County service were deeply saddened by the loss of Captain Nelson Goodfield, Superintendent of the Strafford County House of Corrections. Nelson was a hard-working, caring Superintendent and was with the County for twelve years. Before his tenure with us, he was Chief of Police for Rochester. The death of "Cap" was greatly felt by all he touched and he will be missed. We are pleased to report that in November of 1990, we promoted Lt. Robert LeClair, Nelson's long-time assistant, as Supervisor of the House of Corrections. We know in our hearts that Nelson would be very pleased with our choice, as Bob will continue the excellent, cost-effective, and humanitarian manner of the handling of County inmates.

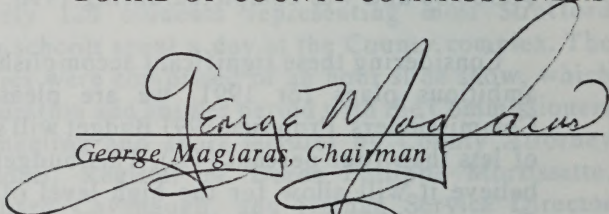
We would like to take this opportunity to thank all of our County employees, Department Heads, Elected/Appointed

1990 STRAFFORD COUNTY ANNUAL REPORT

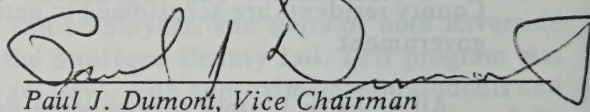
Officials, and the dedicated volunteers at the Jail, the Rest Home, and the Human Services Department for their continued service to the residents of the Strafford County. Without their hard work and dedication, none of the County's achievements would have been possible.

We hope that in 1991, the cooperation established between the Commissioners' Office and the Strafford County Delegation will continue, for it is only with our combined efforts that we can continue working toward attaining goals for the betterment of our County residents through the effective system of County Government.

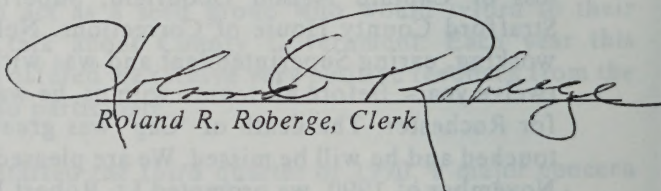
Respectfully submitted,
BOARD OF COUNTY COMMISSIONERS



George Maglaras, Chairman



Paul J. Dumont, Vice Chairman



Roland R. Roberge, Clerk

AUDITORS RECOMMENDATIONS AND FINDINGS

Year Ended December 31, 1990

Status of Prior Year's Findings (1989):

1. Condition: On federal grants, the County does not maintain in each grant file, a schedule that ties each grant into the General Ledger and grant reports.

Criteria: The schedule is necessary as some grants are on a fiscal year that include more than one county budget year (which is on a calendar year).

Recommendation: We recommend these schedules be set up and tied in monthly to the General Ledger.

Comment / Corrective Action Taken: The County has established a separate account schedule to tie each grant into the General Ledger and grant reports.

2. Condition: Human Services non-profit organizations requesting County funds should have an audit in accordance with the Single Audit Act if the organization is receiving directly and/or indirectly more than \$100,000 in Federal funds, otherwise their audit report should be in accordance with the current audit and accounting guide for Non-Profit Organizations prepared by the A.I.C.P.A.

Criteria: Current audit reporting for non-profit organization includes a breakdown of direct program costs, as well as, administrative and fund raising costs. This information would give County management better information for evaluation of grant requests.

Recommendation: The County management should notify all Human Service Agencies of audit criteria in regards to future requests for grants.

Comment / Corrective Action Taken: The County has provided each agency with the criteria regarding the current reporting requirements for all grants.

Current Year's Findings (1990):

There were no current findings for Strafford County. The County is in the process of resolving prior period findings.

David L. Connors & Co., P.C.
Certified Public Accountants

1990 Strafford County General Purpose Financial
Statements as of December 31, 1990, Together with
Auditor's Report Including Single Audit Act

1990 STRAFFORD COUNTY ANNUAL REPORT

1990 STATEMENT OF BUDGETED & ACTUAL EXPENDITURES

<u>JUSTICE & ADMINISTRATION</u>	<u>1990 APPROPRIATION</u>	<u>1990 EXPENDITURES</u>
Administration	160,744.00	157,621.00
County Attorney	372,317.00	374,593.00
Drug Prosecutor Grant	60,000.00	25,532.00
Register of Deeds	224,780.00	215,410.00
Sheriff	376,411.00	394,307.00
Dispatch	129,878.00	125,895.00
Medical Examiner	15,000.00	18,285.00
J&A Maintenance	251,246.00	236,549.00
Human Services	4,209,515.00	4,056,534.00
Dept. of Corrections	1,919,472.00	1,795,722.00
Jail Indust. Program I	1,900.00	6,041.00
Jail Indust. Program II	400.00	136.00
Jail Indust. Program III	4,000.00	888.00
Jail Indust. Program IV	0.00	3,065.00
Jail Industries Program V	24,000.00	18,488.00
Jail Industries Program	89,326.00	84,372.00
Extension Service	133,164.00	123,370.00
Soil Conservation Dist.	14,000.00	14,000.00
Interest Temporary Loan	372,335.00	377,033.00
Interest Bonded Debt-RRH	72,052.00	72,052.00
Principal Bond Debt-RRH	144,588.00	144,588.00
Interest Bonded Debt-J&A	183,664.00	183,664.00
Principal Bond Debt-J&A	545,412.00	545,412.00
Health Insurance-J&A	311,319.00	386,761.00
General Insurance-J&A	135,237.00	107,019.00
Community Action, Inc.	36,000.00	36,000.00
Homemakers Strafford Cty	130,000.00	130,000.00
PreNatal/Family Planning	30,000.00	30,000.00
SEN.H. Service Corporation	10,000.00	10,000.00
Meals on Wheels	23,900.00	23,900.00
Great Bay Training	5,400.00	5,400.00
Child Care Association	22,500.00	21,959.00
Seacoast Task Force	19,000.00	17,675.00
Strafford Hospice Care	2,500.00	2,500.00
County Convention	6,000.00	2,938.00
Contingency	5,000.00	7,886.00
Capital Expense-J&A	17,173.00	19,823.00
TOTALS - J&A:	10,058,233.00	9,775,417.00

1990 STRAFFORD COUNTY ANNUAL REPORT

1990 STATEMENT OF BUDGETED & ACTUAL EXPENDITURES
CONTINUED

<u>RIVERSIDE REST HOME</u>	1990 <u>APPROPRIATION</u>	1990 <u>EXPENDITURES</u>
Administration	373,297.00	358,741.00
Dietary	1,243,042.00	1,218,797.00
Nursing	3,484,581.00	3,431,227.00
Resident Services	38,210.00	37,859.00
Facilities & Service	527,419.00	536,319.00
Laundry & Sewing	280,275.00	265,932.00
Housekeeping	350,229.00	352,403.00
Physician & Pharmacy	35,300.00	35,320.00
Staff Education	45,035.00	45,853.00
Physical Therapy	172,675.00	166,260.00
Activity & Volunteer	121,037.00	112,782.00
Social Services	130,694.00	127,670.00
Health Insurance	655,313.00	671,422.00
General Insurances	25,105.00	25,803.00
Capital Expenses-RRH	43,546.00	41,209.00
TOTALS - RRH:	7,525,758.00	7,427,597.00
TOTAL EXPENDITURES:	17,583,991.00	17,203,014.00
REVENUES:	8,491,747.00	8,886,513.00
PRIOR YEAR SURPLUS:	600,000.00	
AMOUNT RAISED BY TAXATION:	8,492,244.00	

1990 STRAFFORD COUNTY ANNUAL REPORT

1990 STATEMENT OF BUDGETED AND ACTUAL REVENUES

	<u>1990 ESTIMATE</u>	<u>1990 ACTUAL</u>
RRH	6,652,279.00	6,784,663.00
Register of Deeds	400,000.00	440,918.00
Sheriff-Deputy Fees	128,000.00	138,911.00
Leased Office Space	331,081.00	331,812.00
Leased Land	6,520.00	6,519.00
Accounting Service	24,585.00	24,585.00
Bailiff Reimbursement	48,000.00	56,000.00
Roadside Clean-Up	1,900.00	3,567.00
Governors Com. Lilacs	400.00	137.00
Waste Oil Furnace	4,000.00	2,646.00
Correctional Industries	32,500.00	15,756.00
Jail Income	150,000.00	204,043.00
Room & Board - Jail	12,000.00	10,398.00
Interest Earned	250,000.00	222,464.00
Human Resource Grant	102,819.00	102,819.00
Drug Prosecutor Grant	45,000.00	5,123.00
Victim's Assistance Grant	14,363.00	14,363.00
Victim's Assistance Revenue	4,300.00	3,807.00
N.H. Job Training Counsel	55,000.00	50,013.00
Correctional Industries	24,000.00	14,423.00
Employee Cont.-Health	10,000.00	21,567.00
Employee Cont.-Dental	0.00	66.00
Insurance Refunds	175,000.00	266,970.00
Miscellaneous Income	20,000.00	163,104.00
Dispatch Alarm System	0.00	1,840.00
TOTALS:	8,491,747.00	8,886,514.00

1990 STRAFFORD COUNTY ANNUAL REPORT

1990 FINANCIAL REPORT OF STRAFFORD COUNTY

Fiscal Year Ending December 31, 1990

ASSETS

Cash and Certificates of Deposits	733,235.00
Accounts Receivable and Due From Other Funds	1,751,714.00
Due From Other Governments	0.00
Inventories	56,740.00
Prepaid Expenses	3,284.00
Property, Plant, Equipment	12,126,681.00
Future Retire-Long Term Debt	2,409,800.00
Future-Employ Comp. Absence	0.00
TOTAL ASSETS:	17,081,454.00

LIABILITIES

Accounts Payable	1,167,608.00
Accrued Expenses	321,956.00
Due to Other Funds	783,481.00
Due to Specific Individuals	80,082.00
Bonds Payable	3,785,000.00
Total Liabilities:	6,138,127.00

FUND EQUITY

Contributed Capital-Federal	0.00
Contributed Capital-County	1,703,957.00
Contributed Capital-Donations	0.00
Contributed Capital-Investment General Fixed Assets	8,473,147.00
Retained Earnings	81,164.00
Fund Balance:	
Designated	70,795.00
Undesignated	614,264.00
Total Fund Equity:	10,943,327.00
TOTAL LIABILITIES & FUND EQUITY:	17,081,454.00

1990 TREASURER'S REPORT

All taxes due Strafford County from Cities and Towns were paid in 1990.

Balance, 01/01/90	1,321,909.00
Receipts through 12/31/90	10,348,774.00
Expenses Year Ending 12/31/90	10,160,299.00
Accrued Expenses 12/31/90	854,133.00
Balance, 12/31/90	656,251.00

1990 STRAFFORD COUNTY ANNUAL REPORT

STATEMENT OF OUTSTANDING DEBT

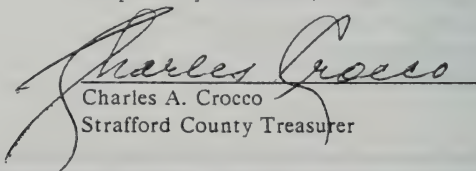
<u>Date of Issue & Maturity</u>	<u>1990 Principal Pavment</u>	<u>Balance 12/31/90</u>
1970-1990	5,000.00	PAID
1977-1997	130,000.00	910,000.00
1973-1993	130,000.00	390,000.00
1983-1993	350,000.00	1,050,000.00
1989-1998	75,000.00	585,000.00
1989-2000	0.00	850,000.00
TOTAL OUTSTANDING DEBT:	690,000.00	3,785,000.00

1990 COUNTY TAX APPORTIONMENT

<u>City/Town</u>	<u>Proportion of Tax</u>	<u>Amount of Tax</u>
Barrington	6.3727%	541,185.00
Dover	25.6868%	2,181,386.00
Durham	8.7323%	741,568.00
Farmington	4.4742%	379,960.00
Lee	4.0410%	343,172.00
Madbury	1.6694%	141,770.00
Middleton	1.3746%	116,734.00
Milton	3.9658%	336,785.00
New Durham	3.8738%	328,973.00
Rochester	24.0039%	2,038,470.00
Rollinsford	2.8727%	243,957.00
Somersworth	9.3655%	795,341.00
Strafford	<u>3.5673%</u>	<u>302,943.00</u>
TOTAL RAISED BY TAXATION:	100.0000%	8,492,244.00

1990 was a year that required considerable attention to our investments. Banks felt the economic slowdown and interest rates were such that turnover of our investments gave us the edge to meet our goals. We continued to invest in Repurchase Agreements which are collateralized in writing and secures our investments beyond FDIC protection. Our new agreement with all banks that we invest with effective January 1, 1991, assures us that all of our investments are protected. Investments are made on a weekly basis to ensure a proper cash flow. At the same time, this keeps our bank balance within the FDIC coverages for insured funds.

Respectfully submitted,


Charles A. Crocco
Strafford County Treasurer

1990 ANNUAL REPORT OF THE
RIVERSIDE REST HOME ADMINISTRATOR

For Riverside Rest Home (RRH), 1990 was a year of great accomplishment and reward. Our employee retention continued to increase and our resident census continued to be in the area of ninety-nine percent (99%) occupancy. We managed to do this while continuing to lessen Riverside's dependency on the direct relief County tax dollar for operating expenses.

The 1991 Proposed Budget shows that for the third year in a row, RRH is continuing to be less dependent on direct County subsidies for operation. In 1988, the County provided \$1,069,321, in 1989, the sum was lowered to \$954,225, in 1990, the sum was again lowered to \$886,207. In 1991, we are projecting the dependency be reduced to \$592,976. We will continue to work hard so that this trend continues.

In April, we sponsored a week of events at Riverside to celebrate National Nursing Home week. Some of the events included: Family Cocktail Party, Staff Olympics, Roaring '20's Day, Senior Festival, and New England Telephone Pioneer Party. Of special interest was Thursday of that week when we invited area nursing homes for a day full of events. This undertaking was a great success and we are looking forward to repeating the activities in 1991.

During October of 1990, we received the RRH Cost Report and Medicaid reimbursement schedule. We are pleased to report that our Medicaid reimbursement rate increased \$13.96, which is a seventeen percent (17%) increase. This will mean approximately \$953,036 in increased revenues for the County in 1991. Strafford County also received a \$76,071 bonus in reimbursement for efficiency in administration. This "efficiency incentive" documents our efforts to spend the bulk of funds at Riverside on resident care as opposed to administration.

In November of 1990, the annual Medicaid survey took place at RRH. We are pleased to report that we received a very

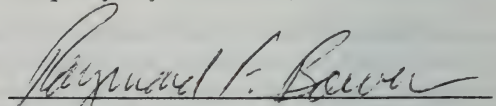
favorable report. This is especially significant because RRH was the first major facility to be reviewed under a new set of Federal regulations, the Omnibus Reconciliation Act (OBRA) law of 1987. I would like to thank the RRH staff for their efforts which brought this about.

In 1991, we will be continuing to work hard to cope with the increased demands that the OBRA law places on Riverside's operation. This all-encompassing Federal law mandates changes in almost every area of nursing home care. We appreciate the intent of the law and are encouraged as the reimbursement for the changes seem adequate.

In closing, I would like to recognize the excellent senior staff of Riverside Rest Home, particularly Melody Jones, Director of Administrative Services, and Daralyn Stewart, R.N., Director of Nursing and Related Services, who have been very supportive during my tenure at Riverside.

Further, I would like to thank the Strafford County Commissioners for providing guidance and showing enough faith to appoint me as Administrator of Riverside. With everyone's continued efforts, coupled with the support of the Strafford County Delegation, Riverside will continue to provide excellent care to the elderly of Strafford County.

Respectfully submitted,


Raymond F. Bower, Administrator
Riverside Rest Home

1990 ANNUAL REPORT OF THE
STRAFFORD COUNTY
DEPARTMENT OF CORRECTIONS

The year 1990 presented the Department of Corrections with changes and accomplishments. This year we saw the passing of Superintendent Nelson E. Goodfield, who will be missed as an Administrator and a friend. Robert H. LeClair was appointed as Superintendent by the Strafford County Commissioners, and Sergeant David E. Funk was promoted to the rank of Lieutenant.

On April 9, 1990, we had the pleasure to present the completion of the Alms House. Local and County dignitaries were present at the dedication to help celebrate. The Alms House will allow us to house fifty-two (52) minimum security inmates and cut down on the over-crowded conditions.

It is with pride and sadness that the Department has, to date, one (1) of its Correctional Officers serving in the Saudi Arabia conflict.

The Department of Corrections had six (6) Correctional Officers graduate from the Officers' Training School in 1990.

Drug and Alcohol Program

Under the supervision of Southeastern New Hampshire Services, upwards of thirty-five (35) inmates were seen on a weekly basis for on-going education groups, as well as one-on-one counseling.

Work Release Program and Outside Agencies

The Work Release Program had a total of sixty-three (63) inmates on work release, with a total of fourteen (14) revocations for a variety of reasons. The monies generated from this program were as follows:

Work Release \$ 53,451.27

Outside Agencies 140,553.00

Total: \$194,004.27

From monies earned by inmates, a total of \$2,677.26 went to the Jail Industries Program and \$2,677.26 went into the Victim Assistance Program.

High School Equivalency Program (GED)

The GED program is under the supervision of Mrs. Minnett Induisi, from the Dover Adult Learning Center. Patricia Stuart is the Program Coordinator/Work Release Director and official GED Proctor for Strafford County.

A total of thirty-three (33) students participated in the GED testing program, with twenty-six (26) receiving their certificates. Well over one hundred and seventy-five (175) inmates have attended the GED/Computer Literacy Program in 1990.

Decisions Program Developer - Grace Davison

Decisions/Thresholds of Seacoast, New Hampshire, Inc. held its first cycle of ten (10) weeks of instruction, one-on-one counseling, and had the graduation of its first four (4) inmates. The second cycle will begin in mid-March. The classes instruct inmates in life planning skills, decision-making steps, and problem solving.

County Volunteers

A total of ten (10) volunteers within the realm of education/spiritual counseling have volunteered for at least two (2) hours once a week.

University of New Hampshire Internship/Counseling Program

This past year we had a total of four (4) counseling interns who saw at least three (3) clients a week for one (1) hour each.

Rick Kansky continues with the PEPP (Pre-Employment Preparedness Program). This program assists at least five (5) inmates every ten (10) weeks on a year-round basis. This is accomplished through a United Way grant through the Dover Adult Learning Center.

Art Therapy class proved to be very enlightening and popular. This program was for ten (10) weeks and met once a week with an intern from the University Counseling Program.

Jail Industry Program Developer - Mrs. Marilyn Allen

In 1990, we serviced the following companies: GFS Manufacturing, Inc., State of New Hampshire Roadside Cleanup, Governor's Lilac Commission, Waste Management, Curtis 1000, and Fornax.

The itemized amounts from each company are as follows:

GFS Manufacturing, Inc.	36,032.57
State of NH Roadside	10,202.80
Governor's Lilac Commission	196.70
Waste Management	3,779.50
Curtis 1000	2,892.60
Fornax	1,644.85

Gross Amount:	54,749.02
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Deductions:

Room & Board	30,111.96
Victim's Assistance	2,737.45

Net Amount*	21,899.61
-------------	-----------

*(Inmate take-home wages)

The average hours worked per day was 5.5. The total number of inmates worked for the Jail Industry Program was one hundred and nine (109); one hundred and three (103) were male and six (6) were female inmates.

There were twenty-five (25) inmates who had completed the New Hampshire Job Training Program. Sixteen (16) inmates were assisted with direct placements or on-the-job training. Three (3) of the sixteen (16) inmates also participated in classroom training experiences.

Breakdown of Income Received from Other Facilities

Carroll County	\$ 21,285.00
Rockingham County	30,600.00
U.S. Immigration	88,668.00
Total:	\$140,553.00

Monthly Daily Average Population for 1990

January	99.81
February	99.54
March	97.71
April	93.93
May	85.45
June	81.43
July	92.90
August	90.52
September	98.30
October	96.13
November	93.37
December	90.10
Yearly Daily Average	93.27
Admissions*	1,064.00
Average Age	28
Recidivism Rate	43.45%

*(plus 208 protective custody)

Females

During 1990, one hundred and fifteen (115) female offenders were housed in this facility for the following counties and agencies:

Carroll County	12
Rockingham County	27
Federal	6
Strafford County	70

Males

During 1990, sixty-five (65) male offenders were housed in this facility for the following counties and agencies:

Hillsborough County	1
Merrimack County	3
Rockingham County	14
State of New Hampshire	5
Federal	42

DWI Offenders

There were a total of one hundred and forty-five (145) DWI offenders in 1990, broken down as follows:

DWI, First Offense	17
DWI, Second Offense	121
Aggravated DWI, First Offense	7

Operate After Suspension/Operate After Revocation

There were a total of eighty-nine (89) inmates for OAS/OAR in 1990, broken down as follows:

Sentenced	57
Pre-Trial	32

1990 Offenses

Failure to Appear	72
Habitual Offender	29
Negligent Homicide	1
Disorderly Conduct	20
Criminal Threatening	14
Simple Assault	78

1990 Offenses - Continued

Resisting Arrest	38
Resisting Detention	6
Bail Revoked	11
Violation Probation	54
Theft by Unauthorized Taking	15
Willful Concealment	8
Reckless Operation	6
Disobey Police Officer	27
Failure to Pay Fine	71
Possession of Controlled Drug with Intent to Sell	9
Conspiracy to Sell Controlled Drug	16
Sale of Controlled Drug	24
Second Degree Assault	24
Sale of Narcotic	12
Disobey Court Order	8
Forgery	12
Conspiracy to Commit Arson	1
Witness Tampering	2
Attempted Felonious Sexual Assault	12
Failure to Make Restitution	4
Sexual Assault	3
Criminal Trespassing	29
Fugitive from Justice	30
False Report to Police Officer	8
Capias	12
Shoplifting	13
Bench Warrant	82
Open Container	5
Felonious Sexual Assault	8
Conspiracy	5
Possession of Narcotic Drug	15
Theft of Rental Property	1
Possession of Property w/o Serial No.	1
Second Degree Murder	2
First Degree Murder	3
Possession of Controlled Drug	19
Reckless Conduct	6
Conduct After Accident	5

1990 Offenses - Continued

Burglary	37
Attempted Burglary	1
Armed Robbery	2
Robbery	14
Contempt of Court	16
Receiving Stolen Property	14
Criminal Restraint	2
Speeding	4
Harassment	1
Criminal Mischief	19
Domestic Violence	17
Theft	7
Failure to Stop for Police Officer	1
Bad Checks	4
Attempted Kidnap	1
Theft by Deception	2
False Alarm	2
Possession of Stolen Property	3
Criminal Liability of Another	2
Conspiracy to Commit First Degree Assault	2
Indecent Exposure/Lewdness	6
Operating without License	6
Possession of Paraphernalia	3
Theft of Service	2
Prohibited Act	2
Unauthorized Use of Vehicle	1
Taking Without Owner's Consent	1
False Evidence	1
Prohibitions	1
Litter	1
Attempted First Degree Assault	1
First Degree Assault	2
Manslaughter	2
Contribute to Delinquency of Minor	1
Accomplice to Theft	1
Accomplice to Burglary	1
Unlawful Possession of Alcohol/Drug	2
Felon in Possession of Alcohol/Drug	4

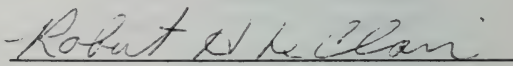
1990 STRAFFORD COUNTY ANNUAL REPORT

1990 Offenses - Continued

Stolen Car	1
Reckless Conduct	1
Conspiracy to Commit Prostitution	1
Show Cause	1
Conceal Identification of Vehicle	1
Non-Support	2
Attempted Theft	2

In conclusion, I would like to take this opportunity to thank the Strafford County Commissioners, Ray Bower, Executive Assistant, the staff, the volunteers, and the support services who worked so diligently in the year 1990.

Respectfully submitted,


Robert H. LeClair
Superintendent

1990 ANNUAL REPORT OF THE STRAFFORD COUNTY ATTORNEY

The Office of the Strafford County Attorney performs a dual function. First (in terms of workload), the County Attorney serves as the Attorney General's representative in the Strafford County Superior Court. As such, the County Attorney represents the interests of the State of New Hampshire in all criminal cases in the Strafford County Superior Court, with the exception of capital murder and first and second degree murders. This function involves reviewing/directing criminal investigations by local and State Police, preparing and presenting evidence for felony indictments before the Grand Jury, reviewing misdemeanor and violation appeals to the Superior Court, researching and responding to motions filed with the Court, attending depositions of witnesses, preparing witnesses for deposition

and trial, attending Court hearings: pretrial, call of the list, trial, sentencing, sentence review, and other post conviction hearings.

The second function of the County Attorney is to serve as legal counsel for Strafford County. A variety of duties are performed by the County Attorney in fulfilling this function, including: representing the County's interest in civil litigation, in which the County or one of its agents is a party in State and Federal Courts, representing residents of Strafford County in URESA proceedings, advising other County officials on acting as a legal resource for County Delegation members, and advising them of legal implications on proposed legislation.

Aside from these two main functions of the County Attorney, other duties are prescribed by statute: responding to untimely, suspicious, or unattended deaths, and ordering autopsies when appropriate, and initiating extradition proceedings. The County Attorney must also serve as voluntary administrator for the estates of deceased patients at Riverside Rest Home. In addition, as a public official, the County Attorney has a duty to the people of Strafford County and to the judicial system to promote justice and assist in expanding public awareness and understanding of our system of justice. The County Attorney meets this responsibility serving as a public resource and speaking before a variety of civic and public agencies concerned with understanding and improving the quality of justice in Strafford County. The County Attorney is also actively involved in promoting legislation effecting the criminal justice system.

The County Attorney's Office also operates a Victim Assistance Program, which through the efforts of the Victim Assistance Coordinator, assists victims of child abuse and sexual assaults in dealing with the criminal justice system. The program is designed to reduce the trauma to victims and assist them in every phase during criminal prosecution.

In 1990, the Strafford County Attorney's Office implemented a drug prosecution program with the assistance of a Federal grant administered through the Attorney

General's Office. Through this program, a specialized drug offense prosecutor was hired to deal exclusively with the increasing case load of drug offenses. The drug prosecutor meets regularly with area law enforcement officers involved in drug investigations and is available on a twenty-four hour basis for advise and wire tap approvals.

The County Attorney's Office continues to remain active in advising local and County officials in many areas of law. The County Attorney and Assistant County Attorneys address many community and law enforcement groups on a variety of subjects, including: Child Abuse, Sexual Assault, DWI, Criminal Justice System, and many other topics of concern to the Community.

The table on the following page provides a summary of the case activity in 1990.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Lincoln T. Soldati", written over a horizontal line.

Lincoln T. Soldati

Strafford County Attorney

1990 SUMMARY OF CASE ACTIVITY
STRAFFORD COUNTY ATTORNEY

1990 Case Activity					
	Fel.	Misd.	Vio.	Info.	Totals
Cases Received	544	188	38	36	806
Not Presented	74				
No True Bill	2				
Cases Entered	468	188	38	36	730
Convicted					
Jury	23	18			41
Court	2	7	9		18
Neg. Plea	325	30	4	22	381
Naked Plea	19	10			29
Remand		124	11		135
Total Convicted	369	189	24	22	604
Not Convicted					
Jury	9	13			22
Court	3	5	8		16
Dismissed	14	3	3	4	24
Nol Pros.	50	23	1	4	78
Total Not Convicted	76	44	12	8	140
Total Dispositions	445	233	36	30	744

Jury Verdicts = 64

Court Verdicts = 34

*Fel.: Felonies

*Misd.: Misdemeanors

*Vio.: Violations

*Info.: Informations

1990 ANNUAL REPORT OF THE
STRAFFORD COUNTY SHERIFF'S DEPARTMENT

R.S.A. 104:5 Duties:

He by himself or his Deputies, shall serve and execute all writs and other precepts to him directed, issuing from lawful authority; and shall perform the duties of crier of the Court.

The Strafford County Sheriff's Department, by law has a primary function of serving civil process and transporting prisoners from Strafford County Superior Court, Strafford County House of Correction, and from our four district Courts.

During 1990, about 4,000 hours were spent on transporting prisoners to and from our Courts, the County Jail, Youth Development Center, New Hampshire State Prison, and the New Hampshire State Hospital. A total of over 2,400 prisoners were transported. Deputies arrested 520 subjects on Capias issued by the Courts.

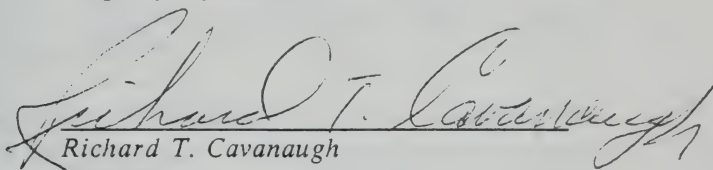
In the area of civil process in 1990, over 8,600 pieces of civil process were served by this Department. This is an increase over 1989. The Sheriff's Department civil process revenue, which was returned to the County, totaled \$134,000. Revenue received from the State for bailiff expense was \$55,850, for a total return to the County of \$189,850. Our total operating budget of \$376,411.00, minus our return, in real costs to the tax payer was only \$186,561. This amounts to one (1) percent of the total County budget. It is evident by these figures that Strafford County residents are receiving a quality service at a minimal expense.

It has been my goal to provide the residents of Strafford County with the most professional and efficient Department possible. This has been made possible because of my staff of professional employees, who take pride in their performance. To them, I would like to say, thank you, for without their

support and cooperation in this goal, the Department's success would not be possible.

It has been a pleasure to serve you for the past eight (8) years as your Sheriff. I look forward to the continued opportunity to serve all the residents of the County in this capacity.

Respectfully submitted,


Richard T. Cavanaugh
Sheriff

1990 ANNUAL REPORT OF THE
STRAFFORD COUNTY REGISTRAR OF DEEDS

The Registry of Deeds' Office experienced a year of changes. Because of the declining sales of property, fewer deed transactions occurred. Even with a fifteen percent (15) reduction in transactions, however, the Department maintained a higher level of income for the County because the Legislature increased the fee schedules for filing documents in 1990.

The Deeds Office continued to update and modernize its recording systems and to fulfill the requirements of the laws which apply to functions of recording, retrieval, and security within the office.

The following charts reflect the document and income changes that occurred in 1990 and the past ten years.

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Document Recording and Transactions

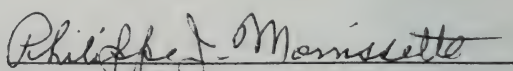
<u>Year</u>	<u>Documents</u>	<u>Year</u>	<u>Documents</u>
1982	8,002	1986	28,889
1983	12,752	1987	27,410
1984	14,966	1988	22,968
1985	19,360	1989	20,819
		1990	17,495

Revenues

<u>Year</u>	<u>To State</u>	<u>To County</u>	<u>Total</u>
1980	\$ 187,820	\$ 101,626	\$ 289,446
1981	\$ 258,576	\$ 103,116	\$ 361,692
1982	\$ 298,188	\$ 108,757	\$ 406,945
1983	\$ 959,408	\$ 193,209	\$1,152,616
1984	\$1,466,452	\$ 264,344	\$1,730,796
1985	\$1,962,978	\$ 355,972	\$2,318,950
1986	\$2,967,214	\$ 529,433	\$3,496,649
1987	\$2,634,594	\$ 516,775	\$3,151,369
1988	\$2,351,263	\$ 448,188	\$2,799,451
1989	\$2,007,567	\$ 432,705	\$2,440,273
1990	\$2,226,869	\$ 440,378	\$2,667,247

Hopefully, if all goes well, the computerization of the 1960-1969 indexes will be one-half completed in 1992. This is a very arduous task because of the perfection required in the indexing of information into the computer.

Respectfully submitted,


Philippe N. Morrisette
Registrar of Deeds

*1990 ANNUAL REPORT OF THE
STRAFFORD COUNTY HUMAN SERVICES DEPARTMENT*

Strafford County Human Services' primary function is to oversee the expenses generated and billed to the County for services provided to residents within the County.

These services consist of Intermediate Nursing Care, Aide to Permanently and Totally Disabled, Old Age Assistance, and Board and Care of Children, as mandated under House Bill No. 606 (Senate Bill No. 1).

The Human Services Director pursues on behalf of the State/County, reimbursement from parents whose children have received court-ordered services. These services range from out-patient counseling to costly out-of-home placements. Parents are liable for a portion of these expenses based on their ability to pay. In 1990, the County recovered \$57,310.67 from parents, pursuant to R.S.A. 169-B, C, & D. The County received twenty-five percent (25%) of the overall recovery and an additional fifteen percent (15%) for administrative costs, with the State receiving the remaining sixty percent (60%).

The County also annually receives five percent (5%) Incentive Funds with the goal of establishing programs to prevent long-term out-of-home placements. In 1990, the County received and awarded \$102,819.00 to the following programs:

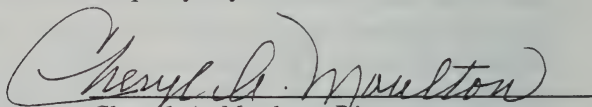
Strafford County Family Intervention/Mediation
Strafford County UNH Cooperative Extension
Rochester Day Care
Strafford Guidance
Dover Youth Resources

Human Services also provides information and referral services to Strafford County residents in assisting and directing them to resources throughout the County and surrounding area.

In 1991, the Department will continue to scrutinize all expenses and services to ensure eligibility, utilize all resources such as insurance and any other community-based services, with the goal of reducing the overall costs to the taxpayers of Strafford County in relation to juvenile expenses.

In closing, I would like to recognize my entire staff for their hard work and dedication in dealing with the sensitive and confidential issues dealt with on a day-to-day basis. I also want to thank the Commissioners and Delegation for their continued cooperation and support.

Respectfully submitted,


Cheryl A. Moulton, Director
Strafford County Human Services

STRAFFORD COUNTY UNH COOPERATIVE EXTENSION
ANNUAL REPORT FOR 1990

For over seventy-five years, Federal, State, and County governments have worked together through the Cooperative Extension System. It offers research-based education to people of all ages throughout the State, in cooperation with County, State, Federal and private partners. Extension helps foster the full development of youth, adults, families and communities; improves our economy; and provides effective natural resource management. The following are short narratives regarding examples of efforts in the areas of Agriculture, Home Economics, Forestry, 4-H Youth Development, and Nutrition.

AGRICULTURE

Besides being an Extension Educator for Agriculture, I am also a member of the University of New Hampshire (UNH) Cooperative Extension Solid Waste Team. My role in the Solid Waste effort is in the area of youth education. In 1990 as Chairman of this committee, I was able to obtain a \$13,000

grant from Waste Management of N.H., Inc. With this money, and the help of fellow Extension Educators, Solid Waste Teaching Kits were developed and distributed to all 465 elementary (public, private, and parochial) schools in New Hampshire.

This kit consisted of a recycling bin that contained a manual of nearly 100 teaching activities related to solid waste. In addition, a bag of recycled products consisted of compost, shredded newspaper for animal bedding, plastic combs from recycled polystyrene, aluminum cans, etc. This bag of recycled products was produced through the efforts of Liz Bedard of the Governor's Recycling Grant Program.

Teachers workshops have also been provided, thus better utilization of the kit.

FORESTRY

Some examples of the economic benefits of the Extension Forestry programs bring to the County are listed below. They are:

- In 1990, 14 miles of forest access roads were laid out and/or constructed in Strafford County. These roads generate \$17,000 per mile of work in the County, or \$238,000. These activities include:
 - cutting of the forest access roads
 - harvest of cordwood and sawtimber associated with the required forest management
 - bulldozing of the roads
 - Forestry Consultant services required for the harvest of cordwood and sawtimber
 - 190 acres of forest weeding and thinning generated \$24,750 of forest activity.
 - 20 acres of forest crop tree pruning generated \$1,800 of forest activity.

Proper forestry practices not only benefit the County economically, but also environmentally.

HOME ECONOMICS / FAMILY COMMUNITY AND YOUTH

During most of 1990 (8-1/2 months) Strafford County did not have a Family, Community and Youth Extension Educator. Despite this, the needs of many Strafford County residents were met through the efforts of UNH Extension staff and County support staff. These achievements are as follows:

<u>Program Area</u>	<u>Number of Residents</u>
Family Strengths	620
Economic Well-Being & Environment	415
Healthy Lifestyles	259
Youth-At-Risk	203
Total	1,497

Additionally, a large number of residents were reached through two news articles in Foster's Daily Democrat. These were entitled "Family Holiday Traditions" and "Shopping by Telephone and Mail." Both addressed methods by which individuals could save money.

4-H YOUTH DEVELOPMENT

Strafford County UNH Cooperative Extension received an \$11,896 grant from 5% Funds to conduct a child-care project in 1990. Nine 4-part workshops were conducted, with 203 participants.

Youth acquired job skills, formed positive attitudes, learned how to deal with emergencies, developed self-care skills, increased their self-esteem, and gained employment opportunities on a part-time basis. Youth from low-income families, single-parent families, and traditional families were reached. The child-care project grant was renewed for 1991.

The staff at the Strafford County UNH Cooperative Extension are here to serve you. If we can be of assistance, please stop in or give us a call. We are located in the County Building on County Farm Road, in Dover, and our phone number is 749-4445.

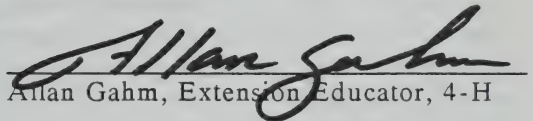
Respectfully submitted,



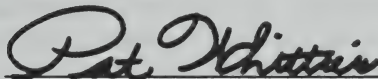
Cal Schroeder, Extension Educator,
Agriculture, County Office Coordinator



Don Black, Extension Educator, Forestry



Allan Gahm, Extension Educator, 4-H



Pat Whittier, Extension Educator
Family, Community & Youth

***STRAFFORD COUNTY DELEGATION COMMITTEE
MINUTES OF PUBLIC HEARING OF JANUARY 25, 1990***

The Public Hearing of the Strafford County Delegation was called to order at 7:00 p.m. by Representative Kincaid. The hearing was recessed in order to allow time for the Delegation to assemble, to be reopened at 8:00 p.m. At 7:53 p.m. Chairman Frechette reopened the Public Hearing and apologized for the delay due to a heavy legislative schedule in Concord.

The Clerk read the Notice of the meeting and called the roll. The roll call showed the following members present:

PRESENT: Appleby, Bickford, A. Flynn, E. Flynn, Frechette, Kincaid, Kinney, Lachance, Martling, Sullivan, Swope, A. Torr, Wheeler, Brown, Dionne, Marston, McCann, Merrill, O'Brien, Parks, Spencer, R. Torr, Vincent, and Young (24 of 37).

EXCUSED: Wall and Pelley.

ABSENT: Keans, Bernard, Burton, Callaghan, Foss, Gilmore, Musler, Scharff, Stewart, and Tsiros.

Also present was Commissioner Dumont, County Treasurer Charles Crocco, and Executive Assistant Raymond Bower.

Executive Assistant Bower began by introducing the budget which is a 4.9 percent increase over the 1989 budget due in part to: 1. Increase in the County portion of the medicaid payment and 2. Increase in correctional staff due to the Jail expansion into the Alms House.

Chairman Frechette then invited members of the public to speak.

Daniel Hussey, the Homemakers of Strafford County, spoke on behalf of that agency. He noted that 59.3 percent of the

agency's budget is on some kind of intermediate long-term healthcare. This helps keep the clients out of nursing homes longer and saves more money than it costs. The volunteers have exhausted all other options for funding and urges the Delegation to approve their request.

Dahlia Vidunas, Director of the Victims Assistance Program, spoke on behalf of this program. In 1986, 50 percent of sexual assault cases were being convicted, while about 90 percent of all other felony cases resulted in conviction. Due to the services of the Victims Assistance Program, the conviction rate has been increased from 50 percent to almost 90 percent. The case load has so increased that in October of 1989, they hired a coordinator. If this position is now cut, it will hinder the ability of the program to serve the victims. Ms. Vidunas urged the Delegation to support the money needed to continue the position.

Pat Eisenhart, the Homemakers of Strafford County, spoke on behalf of that agency. He congratulated the Delegation on keeping a tight watch over the County spending. He spoke of the success of the Homemakers in keeping the elderly out of nursing homes. No other County in New Hampshire receives more State and Federal matching funds than Strafford based on the amount of Homemaker services provided. He discussed last year's rejection of the Agency's request for \$205,000 and urged the Delegation to support this year's request.

Kathy Abbot, of Rochester, opposed the proposed cuts in the Victims Assistance Program as a single parent who has needed the programs provided by the Victims Assistance Program.

Marsha Nescott, a volunteer with the Homemakers of Strafford County, spoke in support of Homemakers' request. As a taxpayer, she requested two things of the Delegation: 1. Keep the taxes as low as possible, and 2. Provide the needed care and services.

Dr. David Eastman emphasized the visiting nurses' success, but reminded the Delegation that intermediate care is where

the Homemakers come in. The Agency provided 370,233 hours of this care in 1989 while the Homemakers' nurse provided 91 hours. He quoted former Representative Charles Dingle, whose said, "I've always had a special place in my heart for the Homemakers..." who mother had Parkinson's disease and was able to stay home three or four years longer because of the Homemakers'. He urged the Delegation not to be penny wise and pound foolish.

Trooper Wheeler of the New Hampshire State Police urged support for the Victims Assistance Program as a necessary agency to prosecute sexual assault/abuse cases effectively.

Pam Matthews, a volunteer for Homemakers, urged support for the Agency's request and submitted a list with 2,000 active donors who contributed \$43,000 in 1989 to the Homemakers. The average amount other Homemaker organizations raise is about \$10,000.

Officer Ouellette of the Barrington Police Department urged support for the Victims Assistance Program, calling it a commodity taxpayers were purchasing that was very necessary. He spoke about the services offered which no other agency provides, such as child questioning, pre- and post-trial family assistance. He also stated that everyone will be hurt if the program is cut.

Caroline Curren, a volunteer for Homemakers, stated that 107 people work 365 days a year to provide needed services to the elderly, and asked that the Delegation please not cut their request.

Cecile Gagne of the Homemakers, stated that last year \$134,891 was collected in fees by the Homemakers, more than any other agency in the State. These fees account for about 19 percent of the agency's budget. She submitted a letter from Mary Harris of the New Hampshire Department of Health and Human Services, Division of Elderly and Adult Services, Rochester Office, which emphasized the population served by the Homemakers cannot afford to have an increase in fees.

Linda Howard, of New Durham and a volunteer for Homemakers' for 14 1/2 years, stated that Homemakers' provides intermediate care and is meeting the need for long-term custodial care and they are not reimbursed by Medicaid. She urged the Delegation to support Homemakers request for funding.

Mrs. McEachern, a Homemaker volunteer, discussed the Day-Out program and explained the exercise, meals and activities that are provided during this program. She urged support of the Agency's request.

Laura Beaudette, also spoke in support of the Victims Assistance Program.

Hilda Tucker, requested support of the Homemakers. She stated that four years ago her husband was ill and that she could not have made it without the assistance of the Homemakers.

Chairman Frechette asked if anyone other members of the public wished to speak on the Commissioners' Proposed 1990 Budget. There being no one, the Public Hearing was closed. Chairman Frechette then reminded Subcommittee Chairmen that they should begin working on their respective budgets as soon as possible.

With no further business, the meeting adjourned at 9:09 p.m.

*Respectfully submitted,
Douglas Lachance, Clerk*

*STRAFFORD COUNTY DELEGATION
EXECUTIVE COMMITTEE
MINUTES OF MEETING OF FEBRUARY 23, 1990*

The meeting of the Strafford County Delegation's Executive Committee was called to order at 9:00 a.m. by Chairman Roland A. Frechette in the Commissioners Conference Room of the Justice & Administration Building. The meeting opened with a moment of meditation and the pledge to the flag, led by Dover Citizen of the Year, Representative Ann Torr.

The Chairman asked that the Notice of the Meeting be read for the record, followed by a roll call, which showed the following members present:

PRESENT: Appleby, Frechette, Keans, Kincaid, Lachance, Martling, Sullivan, Swope, A. Torr, and Pelley.

EXCUSED: A. Flynn, E. Flynn, Kinney, Wall, Wells-Wheeler.

ABSENT: Bickford.

Representative Torr motioned to accept the minutes of the January 25, 1990 Public Hearing. The motion was seconded by Representative Martling and was accepted unanimously on a voice vote (please see amendment on last page of minutes).

Chairman Frechette read a request from the Strafford County Commissioners to authorize the transfer of \$28,000 from the McKin Site Settlement Fund, Account No. 9900.05, in the 1989 budget to cover the cost of the cleanup of the gas spill discovered during the gas tank removal on the County Complex, and to authorize the Strafford County Commissioners to accept any grant money which may be forthcoming in this matter to defray costs. Executive Assistant Bower gave a brief report on the status of this gas leak. \$20,000 has been expended so far for the cleanup and the County anticipates another \$8,000 in bills forthcoming. He also noted that on February 13, 1990 the County received notice of grant funds

being made available to cover the costs of cleaning up fuel spills; he applied for these funding and we await a response from the New Hampshire Department of Environmental Services, Division of Water Supply and Pollution Control. It could take six to eight months before the County receives a response. There is \$10,000,000 available and Strafford County was the first application received. Executive Assistant Bower noted that the County is hoping that some or all of the expenses will be offset by money received from this grant.

Representative Martling motioned to approve the Commissioners' request to transfer \$28,000 from the McKin Site Settlement Fund to cover the cost of the cleanup of the gas spill. Representative Keans asked about the status of the McKin Settlement. Executive Assistant Bower responded that the County never received a bill from the Federal government to pay this settlement cost and none is anticipated. \$45,000 was set aside in 1989 to pay this settlement.

Representative Sullivan seconded Representative Martling's motion. The motion was accepted on a roll call vote, as follows:

YEAS: Appleby, Frechette, Keans, Kincaid, Lachance, Martling, Sullivan, Swope, and Torr.

NAYS: None.

Chairman Frechette distributed copies of 1990 Budget Footnotes, which he stated will be accepted along with the appropriate budgets as the footnotes affect those budgets as recommended by the Subcommittees.

Chairman Frechette reviewed the procedures of the meeting for the Executive Committee. He noted that the same procedures will be followed as last year; a hand vote will be taken on any changes in each budget and then a roll call vote on the entire budget. He noted that the footnotes will also be made a part of the budget insofar as the Commissioners' are always willing to follow the intent of the Delegation. He reviewed the order which the 1990 budget will be taken up.

Representative Pelley wanted to thank Representative Edward Flynn for serving as acting Chairman in her absence, as she had several meetings in Concord to attend during the County budget process.

Representative Pelley presented the Human Service Department Subcommittee's report, as follows: Account No. 4190 Human Service Department: Item .03 Crisis Home Coordinator: Reduce from \$23,234 to \$19,966; Item .10 Social Security: Reduce from \$6,227 to \$5,977; Item .13 Retirement: Reduce from \$2,019 to \$1,938; Item .14 Workman's Compensation: Reduce from \$5,098 to \$4,766; Item .35 Photo Copy Rental: Reduce from \$1,250 to \$1,100; Item .68 Telephone: Reduce from \$2,500 to \$2,100; Total reduced from \$4,214,496 to \$4,209,515, for a total reduction of \$4,981.00.

Representative Pelley noted that it was impossible to cut or make changes in many portions of the Human Service Department's budget due to the State-mandated costs. She also noted that line item .59, Program Enhancement, now encompasses the 5% Grant Fund program, previously under a separate budget, No. 4191. Money from this line is only to be expended if the County receives the 5% grant monies from the State.

Representative Torr asked why line item 4190.59, Program Enhancement, increased over last year's budget amount which appeared in line item 4191. Executive Assistant Bower responded that the County anticipates receiving more money from the State this year.

Representative Torr asked why line item 4190.03, Crisis Home Coordinator was reduced. Executive Assistant Bower responded that this line is partially reimbursed by State funds from the Department of Children and Youth Services, as Ms. Stowell provides her services to the State. We anticipate receiving \$4,000 in reimbursement which will be reimbursed to Ms. Stowell's salary line.

Chairman Frechette pointed out that in accepting the Human Service Department budget, the Executive Committee will also be accepting the footnote for 4190.59 Program Enhancement,

which deals with revenues received under line item 9075, Human Resource Grant. The footnote reads as follows: "4190.59 Program Enhancement (expenditure) 9075.00 Human Resource Grant (revenue). Only that part of the projected expenditure of \$102,819 that is received as revenue is authorized to be spent."

Representative Martling motioned to accept the Subcommittee's report for the Human Service Department. The motion was seconded by Representative Kincaid and accepted unanimously by voice vote.

Chairman Frechette presented the Criminal Justice Subcommittee report, as follows: Account No. 4110 County Attorney: .02 Assistant Attorneys: Accept Commissioners' recommendation of \$121,408, instead of Department Head's request for \$166,000, the difference is the cost of the Career Prosecutor position; .05 Victim Assistance Director: Increase from \$25,600 to \$26,000; .06 Victim Assistance Coordinator: Increase from \$0 to \$21,278. This line included a footnote which increased from 5% to 10% the allocation from the Jail Industries Program to Victim Assistance to help pay for this position. It was also noted that a grant requested from the State Attorney General's Office to defray one-half of the cost of this position, or \$14,362.92, has been assured. This amount should appear in the revenue section of the budget, under line 9079, Victims Assistance Grant; .09 Accrued Benefits: Increase from \$4,532 to \$5,268; .10 Social Security: Increase from \$20,561 to \$22,189; .11 Dental Insurance: Increase from \$1,315 to \$1,446; .13 Retirement: Increase from \$5,549 to \$6,095; .14 Workman's Compensation: Increase from \$4,007 to \$4,116; .16 Unemployment Insurance: Increase from \$721 to \$793; 9200.01 Health Insurance: Increase from \$309,595 to \$311,319; .17 Education/Conference/Training: Decrease from \$3,500 to \$2,500; .25 Prosecution Costs: Reduce from \$11,000 to \$9,000; .28 Computer Consultant: Decrease from \$2,500 to \$2,000; .36 Office Supplies: Decrease from \$6,000 to \$5,500; .39 Other Expense: Decrease from \$3,500 to \$3,000; 70 Travel: Decrease from \$6,000 to \$4,000; Total of County Attorney Budget increased from \$353,917 to \$372,317, for a total increase of \$18,400.

1990 STRAFFORD COUNTY ANNUAL REPORT

Recommendation to increase line item 9200.01, Health Insurance, from \$309,595 to \$311,319, an increase of \$1,724.

Increase line item 9079, Victim Assistance Grant from \$0 to \$14,363.00.

Representative Torr asked about the grant from the Attorney General's Office. Chairman Frechette reviewed the letter received from the Attorney General's Office assuring the County of this grant.

Representative Torr asked about the Overtime line item, which was overexpended last year. Executive Assistant Bower explained that the Administrative Aide had retired in March of last year and her replacement was hired as an hourly employee rather than a salaried employee, thereby requiring overtime to be paid.

There was some discussion on the footnote regarding increasing the amount paid from the Jail Industries Program to the Victims Assistance program from 5% to 10%. Executive Assistant Bower explained the breakdown of revenues earned by inmates in this program and where it goes. He noted that 25% of the income goes back into the Jail Industries Program, 30% goes toward room and board at the Jail, 5% goes toward Victims Assistance, and only 40% goes directly to the inmate. The inmates only receive 40% of what they earn. By increasing the amount paid to Victims Assistance Revenues, the inmate would only receive 35% or \$1.75 per hour of the amount they earn, before taxes (inmates are responsible for paying their own taxes). He explained that the reason behind this program is not only to give the inmates skills for use upon release, but also some spending money to get ahead with upon release. Executive Assistant Bower noted that he intended to call a meeting of the Jail Advisory Board to review these policies.

Representative Torr also noted that further increasing the amount deducted for Victims Assistance would remove the incentive to work for the Jail Industries Program.

Representative Torr noted that this change in percentages appears to be a policy decision rather than one to be made by a Subcommittee. Commissioner Roberge noted that the Jail Industries Program is self-supporting and self-sufficient.

Representative Torr motioned to remove this item from the footnotes. The motion was seconded by Representative Appleby and accepted unanimously.

Representative Keans noted that she believes it is profitable to the system to have the Jail Industries Program.

There was some discussion regarding the letter sent to the Delegation from the County Attorney's office.

Representative Torr noted that when the grant for the Career Prosecutor position was received, the Delegation was made aware that when the funds for the grant ran out, the County would not be obligated to pick up the additional employee. However, there was some confusion as to one attorney being cut and another being added. It appears that the Career Prosecutor position has been cut, and the Drug Prosecutor position added. Executive Assistant Bower noted that the County is not required to pick up this position. However, with the Drug Prosecutor position replaces the Career Prosecutor position, the Commissioners are recommending funding the County Attorney's for the same number of attorneys as the office now employs, with the possibilities of getting a grant for the Drug Prosecutor position.

There was further is discussion on this line item. There is the possibility that the County will not receive the grant funds to help offset the cost of the Drug Prosecutor position. The amount in the Revenues section of the budget under Career Prosecutor Grant is to be reviewed for possible deletion. It was in the amount of \$25,000.

Account No. 4117 Career Prosecutor Grant: The Subcommittee made no changes to this account. The total remains at \$0.

Account No. 4118 Drug Task Force Grant: Representative Keans motioned to delete this account. She has learned that millions of dollars are being made available through the Federal government and therefore, it is not appropriate to have this line. The motion was seconded by Representative Martling. After some discussion, the motion was called and passed on a 5 to 3 show of hands. This line item was deleted.

Account No. 4140 Sheriff: Chairman Frechette reported that the Subcommittee voted to increase the Sheriff's salary from \$28,500 to \$29,150, an increase of \$650. He explained the reasoning behind this recommendation.

Representative Torr stated that she is personally against any increase in elected officials' in this difficult tax year.

Other recommendations to the Sheriff's budget were as follows: .07 Overtime: Reduced from \$8,550 to \$8,000; .17 Education/Conference/Training: Reduce from \$3,200 to \$2,500; .28 Computer Consultant: Reduce from \$1,485 to \$1,200; .45 Special Deputies: Reduce from \$22,500 to \$18,000; .72 Auto Expense (gas): Reduce from \$6,000 to \$5,000; Total changes to Sheriff Department's budget were from \$382,796 to \$376,411, a reduction of \$6,385.00.

Representative Torr discussed the letter which the Delegation received from the Sheriff regarding the cut in the Special Deputies line item. She noted that this line item was overexpended in 1989.

Account No. 4141 Dispatch: The Subcommittee recommended the following changes to this account: .81 Equipment Repair: Reduce from \$4,000 to \$2,500; Total changes to the Dispatch Center budget were \$1,500, a reduction from \$131,378 to \$129,878.

Account No. 4150 Medical Examiner: The Subcommittee made no changes to this account. The total remains at \$15,000.

Account No. 6100 Department of Corrections: The Subcommittee made the following changes to this budget: .06

Officer Training: Reduce from \$16,978 to \$16,000; 23 Film Expense: Reduce from \$1,500 to \$1,200; .26 Physician Expense: Increase from \$0 to \$9,000; .27 Nursing Services-RRH: Reduce from \$10,800 to \$8,000; .28 Computer Consultant: Reduce from \$1,500 to \$500; .29 Fees/Outside Services: Reduce from \$39,400 to \$38,000; .39 Other Expenses: Reduce from \$18,000 to \$17,500. There was some discussion on line item .27 Nursing Services. This is an in-house credit done by the auditors to reimburse the Rest Home for Nursing Services provided to the Jail. Under line item .06 it was explained that this includes training for 8 new guards.

Account No. 6130 Jail Industries Program I (Roadside Cleanup Contract): The Subcommittee made no changes to this account. The total remains at \$1,900.

Account No. 6131 Jail Industries Program II (Governor's Commission on Lilac Contract): The Subcommittee made no changes to this account. The total remains at \$400.

Account No. 6132 Jail Industries Program III (Waste Oil Furnace Contract): The Subcommittee made no changes to this account. The total remains at \$4,000.

Account No. 6136 Jail Industries Program IV (Correctional Industries): The Subcommittee made no changes to this account. The total remains at \$24,000.

Account No. 6140 Jail Industries Program: The Subcommittee made no changes to this account. The total remains at \$89,326.

Representative Sullivan motioned to accept the report of the Criminal Justice Subcommittee, with the above-noted amendments. The motion was seconded by Representative Swope and accepted unanimously on a voice vote.

Representative Martling, Chairman of the General Government Subcommittee presented the following report:

Account No. 4100 Administration: .20 Legal: Reduce from \$2,500 to \$1,000; .67 Advertising: Reduce from \$1,400 to \$900; .85 Real Estate Taxes: Reduce from \$1,121 to \$909; Total reduced by \$2,212, changing the bottom line from \$168,956 to \$166,744.

Representative Torr noted that she believes \$12,000 for Travel was excessive. Executive Assistant Bower explained that \$6,000 of this is set aside for use by the Jail Advisory Committee on Alternatives to Incarceration. The remainder is for trips to Concord at \$.20 per mile, the New Hampshire Association of Counties Annual Convention, and miscellaneous travel. There was some discussion regarding the Jail Advisory Committee.

Representative Torr motioned to reduce line item .70 Travel from \$12,000 to \$9,500. The motion was seconded by Representative Appleby.

Representative Keans motioned to amend the original motion to reduce the amount to \$7,200. The amended motion was seconded by Representative Kincaid. The motion failed 3 to 5 on a show of hands vote.

The original motion was called and passed on a show of hands vote of 5 to 3.

With this change, the total is reduced by \$5,012, changing the bottom line from \$168,956 to \$164,244.

Account No. 4120 Deeds: The Subcommittee made the following changes to this account, based on the recommendation of Registrar of Deeds, Philippe Morrisette: .23 Data Processing: Reduce from \$34,700 to \$33,000; .29 Contracted Services: Reduce from \$28,805 to \$28,300; .35 Photo Copy Supplies: Reduce from \$11,799 to \$10,500; Total reduced by \$3,504, changing the bottom line from \$228,284 to \$224,780.

Account No. 4160 J&A Maintenance: The Subcommittee made no changes to this account. The total remains at

\$251,246. Representative Torr asked why no monies were budgeted under Longevity when money was expended last year. Executive Assistant Bower explained that three of the four Maintenance personnel receiving longevity have left the County's employ.

Account No. 9100 Debt Accounts: The Subcommittee recommended that the following change: .01 Interest on Temporary Loan: Increase from \$343,031 to \$372,335, a total increase of \$29,304. Executive Assistant Bower noted that this adjustment is recommended based on the percentage rate received on the \$4,300,000 Tax Anticipation Note the County just received bids on.

Account No. 9200 Insurances - J&A: Auto Policy: Decrease from \$14,153 to \$10,000; Package Policy: Decrease from \$72,000 to \$67,927; Public Officials Policy: Decrease from \$24,989 to \$20,850; Public Officials Bond: Decrease from \$1,000 to \$886; Jail Liability: Increase from \$10,000 to \$15,574. Miscellaneous Deductible Fund: Increase from \$0 to \$20,000. Total increase from \$433,461 to \$446,556, an increase of \$13,095. This includes the adjustment made by the Criminal Justice Subcommittee for health insurance in the amount of \$1,724.00.

Representative Torr asked why Public Officials Policy was decreased. Executive Assistant Bower explained that Strafford County has never lost a case, thereby reducing our rates. He also explained that some changes were made due to the renovations at the Alms House, therefore increasing the Jail Liability, and our insurance agent recommended a line item for the deductibles required on our policies, which was put in the budget under Miscellaneous Deductible Fund.

Account No. 9500 - Insurances - RRH: Business Auto: Increase from \$7,127 to \$7,197; Package Policy: Decrease from \$31,523 to \$16,364; Boiler & Machinery: Decrease from \$1,983 to \$1,544; Total reduces \$15,528, decreasing bottom line from \$695,946 to \$680,418.

Other Accounts: 9370 County Convention: No changes; 9900 Contingency: No changes; 9900.05 McKin Site Settlement: No changes; Account No. 9902 - Capital Expenditures - J&A; No changes; Account 8360.01 Extension Service: Increase by \$5,800, from \$127,364 to \$133,164. By accepting this recommendation, the Executive Committee would also accept the footnote regarding Extension Service, which states that the increase of \$5,800 would take effect only if the Agency's grant application to the State's 5% Fund is disapproved. Also, if UNH cuts salaries, the Agency will absorb the cuts. Account 8360.02 Conservation District: No changes; Account 8360.03 Regional Planning Commission: No changes.

Representative Swope motioned to accept the General Government Subcommittee's Report with the above-noted amendments by the Executive Committee. The motion was seconded by Representative Torr and accepted unanimously on a voice vote.

Representative Martling presented the Report of the Revenues, Capital Expenditures, and Special Projects Subcommittee for the Chairman, Edward Flynn, who was excused from the meeting.

Account 9100 Debt Accounts: No changes; Estimate of Revenues: No changes; Account 9902 - Capital Expenditures: No changes. Representative Torr motioned to accept the recommendations of this Subcommittee. The motion was seconded by Representative Sullivan.

As per the footnotes, the Revenues were changed as follows: 9079 Victims Assistance Grant: Increase to \$14,363; 9077 Career Prosecutor Grant: Decrease to \$0; 5025 Nursing Services-Jail: Decrease to \$8,000.

Representative Torr amended her original motion to accept these two changes as well. The amended motion was seconded by Representative Swope and accepted unanimously.

Non-County Agency Subcommittee Chairman Swope presented the recommendations of this Subcommittee. He

noted that the Subcommittee tried to keep the bottom line the same as last year, while prioritizing those services they felt needed funding. The following recommendations were made:

Non-County Agencies: 9350.02 Community Action, Inc.: No change, \$36,000; 9350.03 Homemakers of Strafford County: Decrease from \$144,589 to \$130,000; 9350.04 Pre-Natal & Family Planning: Decrease from \$34,500 to \$30,000; 9350.05 Southeastern N.H. Services: Decrease from \$13,950 to \$10,000; 9350.06 Meals on Wheels: Increase from \$1 to \$12,000; 9350.07 Great Bay Training Center: No change, \$5,400; 9350.08 Child Care Association: Decrease from \$23,625 to \$22,500; 9350.09 Seacoast Task Force: Increase from \$18,000 to \$19,000; 9350.11 Strafford Hospice Care: Decrease from \$5,000 to \$1,000; 9350 Strafford Guidance Center: Increase from \$0 to \$15,000; 9350 My Friends' Place: No change, \$0; Total decreased from \$281,065 to \$280,900, a total reduction of \$165.

Representative Appleby motioned to increase the amount of funding to the Homemakers of Strafford County to \$196,755. The motion failed to receive a second. Representative Keans noted that property taxes are rising, many people are becoming unemployed and on fixed income, and the Homemakers expect to serve 15% fewer people in 1990 than they did in 1988, therefore, it is reasonable to cut 10% from the appropriation; she felt it was more important to fund other areas.

Representative Torr wanted to emphasize that these are non-County agencies and the time has come for us to take a look at how we fund these agencies. She noted that she was offended at the suggestion that the surplus be used to fund Non-County agencies, rather than towards reducing taxes. She agreed with the recommendation for Pre-Natal and Family Planning.

Representative Torr presented the following questions: How long has the County funded the Child Care Association? Approximately 5 years. Where is A Safe Place (Seacoast Task Force on Family Violence) located? In Portsmouth, but they serve Strafford County residences and do wonderful work.

Subcommittee Chairman Swope noted that the Shelter serviced 900 cases in 1988 and 1,000 in 1989 in Strafford County.

Representative Torr motioned to fund A Safe Place at \$18,000. The motion was seconded by Representative Swope. Representative Keans stated that she was opposed to the motion. Chairman Frechette noted that there had been a discussion about phasing out funding for all these agencies. Representative Lachance emphasized that the Subcommittee had prioritized all the programs and spent less on the bottom line. The increase for A Safe Place is a modest one.

Representative Torr withdrew her motion.

Representative Torr asked if Strafford Guidance has a contract with the County and if they provide services to Riverside Rest Home without charge. She asked what services the County would be subsidizing with the \$15,000. Are these services provided in the communities of Strafford County or are these services provided at the Rest Home? Executive Assistant Bower replied that on the rare occasions that Strafford Guidance serves the Rest Home, Strafford County Guidance bills Medicaid.

Representative Keans stated that several years ago, Strafford Guidance took the County's advise and got off the County rolls; now there is a recession, and due to cuts at the State level, they have stated that they need County funds. She said that she does not think they should be penalized now by getting no funding from the County, when they need it.

Representative Torr motioned to delete the new line for Strafford Guidance Center, in the amount of \$15,000. The motion was seconded by Representative Martling and was accepted on a show of hands vote, 6 to 3.

Representative Torr noted that we need to get a message to these agencies, but we do not want to tie the hands of future Delegations. Chairman Frechette noted that the Delegation is the budget arm of County government, and the Commissioners should be the policy arm.

Executive Assistant Bower noted that the Commissioners voted in 1988 to cut 10% in the Non-County Agency funding; however, the Delegation overturned that decision; he stated that there needs to be a cooperative effort for a unified policy.

Representative Keans stated that at one point the Delegation had said that these agencies would not receive County funding if they received funding from local agencies. The administrative cost and work for an agency to request funding from a local government would be enormous and these agencies cannot begin next year with no funding.

Chairman Frechette stated that he would like the Executive Committee to come out with a policy statement for next year regarding the funding of these agencies.

Representative Torr stated that she does not want to totally eliminate all County funding, but is unsure whether the Executive Committee should make a policy statement at this time.

Representative Martling said that perhaps the statement should be either for level funding or for small reductions.

Chairman Frechette suggested that Non-County agencies be reduced by 20% for next year. Representative Martling stated that he believes 10% would be more palatable.

Representative Lachance insisted that no phase-out would be appropriate unless the Delegation rescinded its policy of "double dipping." That agencies must be allowed to seek funding from the cities and towns without jeopardizing their County appropriation. He further stated that no policy statement affecting a phase-out of County funding would be complete without a transitional plan to ensure that needed services continued to the people of Strafford County. Representative Kincaid noted that a ten year phase down might work.

Representative Torr stated that the Executive Committee could talk about figures all day, but there is no mechanism to

require future Delegations to follow the recommended figures made here today. Chairman Frechette stated that this would strictly be a policy statement and in no way would it be binding to future Delegations.

Commissioner Roberge noted that the Birchhaven Report, which was done ten years ago, reported on which towns should pay for what services provided at the County level. He stated that at that time, Middleton was the poorest town and received the fewest services. Representative Torr stated that she bristles when she hears the Birchhaven Report quoted as it is ten years old, but agreed that it is probably a wash. She stated that she believes that the Executive Committee's actions speak as policy enough.

Representative Martling agreed with Representative Torr and motioned that no statement be made.

Representative Sullivan motioned to accept the Non-County Agency Subcommittee report on a line-by-line basis. The motion was seconded by Representative Kincaid. The votes on each line were as follows:

9350.02 Community Action, Inc.: \$36,000 accepted, 9-0; 9350.03 Homemakers of Strafford County: \$130,000 accepted, 8-1, Representative Appleby dissenting; 9350.04 Pre-Natal & Family Planning: \$30,000 accepted, 9-0; 9350.05 Southeastern N.H. Services: \$10,000 accepted, 9-0; 9350.06 Meals on Wheels: \$12,000 accepted, 9-0; 9350.07 Great Bay Training Center: \$5,400 accepted, 9-0; 9350.08 Child Care Association: \$22,500 accepted, 9-0; 9350.09 Seacoast Task Force: \$19,000 accepted, 9-0; 9350.11 Strafford Hospice Care: \$1,000 accepted, 9-0; 9350 Strafford Guidance Center: Reduction to \$0 accepted, 9-0; 9350 My Friends' Place: \$0 accepted, 9-0.

The Non-County Agency Subcommittee Report was accepted with the above-noted amendments.

Representative A. Torr, Chairman of the Riverside Rest Home Subcommittee presented the following report. The efficiency of the Administration at Riverside Rest Home has

provided the County with the second highest Medicaid reimbursement rate in the State. The County also received a bonus payment. She is extremely pleased with the status of things at Riverside. She noted that there is no fat in this budget and the Subcommittee went through it line by line. Representative Torr noted that she was just as tough at the Riverside Rest Home Subcommittee as she was at this meeting today.

Executive Assistant Bower noted the County is looking into doing the laundry through the Jail Industries Program.

The budget was presented as follows:

Account No. 5100 Administration: The Subcommittee made no changes to this account. The total remains at \$373,297; Account No. 5130 Dietary: The Subcommittee made no changes to this account. The total remains at \$1,243,042; Account No. 5140 Nursing: The Subcommittee made no changes to this account. The total remains at \$3,484,581; Account No. 5145 Resident Services: The Subcommittee made no changes to this account. The total remains at \$38,210; Account No. 5150 Facilities and Services: The Subcommittee made no changes to this account. The total remains at \$527,419; Account No. 5160 Laundry and Sewing: The Subcommittee made no changes to this account. The total remains at \$280,275; Account No. 5170 Housekeeping: The Subcommittee made no changes to this account. The total remains at \$350,229; Account No. 5180 Physician and Pharmacy: The Subcommittee made no changes to this account. The total remains at \$35,300; Account No. 5190 Staff Education: The Subcommittee made no changes to this account. The total remains at \$45,035; Account No. 5191 Physical Therapy: The Subcommittee made no changes in this account. The total remains at \$172,675; Account No. 5192 Occupational Therapy/Activities: The Subcommittee made no changes to this account. The total remains at \$121,037; Account No. 5195 Social Services: The Subcommittee made no changes to this account. The total remains at \$130,694; Account No. 9500.01 Health Insurances - RRH: The Subcommittee made no changes to this account. Agreed to accept the recommendation of the

General Government Subcommittee of \$655,313; Account No. 9500.93 General Insurances - RRH: The Subcommittee made no changes to this account. Agreed to accept the recommendation of the General Government Subcommittee of \$25,105; Account No. 9902.02 Capital Expenditures - RRH: The Subcommittee made no changes to this account. Agreed to accept the recommendation of the General Government Subcommittee of \$43,546. The total recommendation for Riverside Rest Home is \$7,525,758.00, including the recommendations of the General Government Subcommittee.

Representative Torr motioned to accept the recommendations of the Riverside Rest Home Subcommittee. The motion was seconded by Representative Appleby and accepted 9-0 on a voice vote. Representative Keans motioned to accept the 1990 Strafford County Budget as amended by the Executive Committee. The motion was seconded by Representative Sullivan and accepted on a roll call vote, as follows:

YEAS: Appleby, Frechette, Keans, Kincaid, Lachance, Martling, Sullivan, Swope, and Torr.

NAYS: None.

Chairman Frechette noted that the next meeting of the Executive Committee will be in April to review the 1989 Fourth Quarter Budget Report and the 1990 First Quarter Budget Report. He also stated that the Full Delegation will be meeting Saturday, March 17, 1990 at 9:00 a.m. in Superior Courtroom II of the Justice and Administration Building, to review the Executive Committee's Recommendations on the 1990 Budget. Representative Lachance asked that the minutes of the November 17, 1989 meeting be reconsidered, with the following correction: Substitute the word Excused for the word Absent in the roll call. The minutes of that meeting were accepted with that amendment. With no further business, the meeting adjourned at 1:00 p.m.

*Respectfully submitted,
Douglas Lachance, Clerk
Strafford County Delegation*

*STRAFFORD COUNTY DELEGATION
MINUTES OF MEETING OF MARCH 17, 1990*

Chairman Frechette called the meeting of the Strafford County Delegation to order at 9:00 a.m. on March 17, 1990 in the Superior Courtroom II on the second floor of the Justice and Administration Building. The meeting opened with a moment of meditation and the pledge to the flag.

Chairman Frechette requested the Clerk to read the Public Notice, which he did.

The Clerk called the roll which showed the following members present:

PRESENT: Bernard, Bickford, Brown, Burton, A. Flynn, E. Flynn, Foss, Frechette, Gilmore, Keans, Kincaid, Kinney, Lachance, Marston, Martling, McCann, Merrill, O'Brien, Parks, Pelley, Scharff, Spencer, Sullivan, Swope, A. Torr, R. Torr, Vincent, Wheeler, and Young (29 of 37).

ABSENT: Callaghan, Musler, Stewart, and Tsiros

EXCUSED: Appleby, Wall, and Dionne

Representative Martling moved, seconded by Representative E. Flynn, to adopt the Executive Committee recommendation and resume of expenditures and revenues on Page 1 and 2 of the Budget Package.

Discussion of Non-County Agencies: Representative Wheeler moved to increase line item 9350.03, Strafford County Homemakers, from \$130,000 to \$144,589. The motion was seconded by Representative Brown. Representative Wheeler spoke to the need for Homemaker services. She did not want to create a rivalry between Riverside Rest Home and the Homemakers, but she mentioned that there are a finite number of beds at the Rest Home and believed that Homemakers was helping to keep people at home and independent.

Representative Swope stated that the Subcommittee tried to stay within last year's appropriation. As Meals on Wheels faces an increasingly difficult financial situation, and given the fact that Homemaker services have declined about fifteen percent (15%) during the last two years, the Subcommittee and Executive Committee felt a ten percent (10%) cut to Homemakers at this time was appropriate.

Representative Burton stated that the Subcommittee tried very hard to prioritize the agencies. It is very difficult to determine who gets assistance and who does not. He suggested increasing the bottom line at that time to 3.49% of the amount to be raised from taxation, which is the percentage Non-County Agencies received last year. This proposal was rejected by the Subcommittee. Representative Burton noted that he objects to Representative Wheeler's motion and offered the attached alternative (see Attachment A). This proposal restores some funding to Pre-Natal, Strafford Guidance, and Meals on Wheels. It represents a 3.37% appropriation of the Amount to be Raised from Taxation, or a total appropriation for Non-County Agencies of \$285,400.

Representative Keans stated that the Subcommittee based its decisions on a variety of information; more information than had every been requested in the past. She noted that she has never seen a group try to hurt as few people as possible and urged defeat of Representative Wheeler's motion.

Representative Brown supported the motion stressing that Homemaker services allow the elderly to retain personal dignity and stay at home longer than would otherwise be the case.

Representative O'Brien questioned the reduction to Strafford Hospice Care. Representative Swope responded that Hospice had received an appropriation in 1989 for the first time and had told the Delegation that they would take a reduction in the future. Representative Keans stated that the Subcommittee felt there were other more important needs.

Representative E. Flynn supported the Executive Committee's recommendations, stating that both the Subcommittee and the Executive Committee worked very hard at developing these figures.

Representative McCann said that it was the Delegation's prerogative to overturn Subcommittee reports and meet the needs of society. He stated that he supports the Burton Proposal (Attachment A).

Representative Keans pointed out that while Homemakers has received level funding, services provided have declined about 15%. Representative Spencer stated that a decline in services could very well have been the result of level funding and that we should not cut funding during the current economic downturn. Representative Swope said that two years ago we cut all the agencies ten percent (10%) and there is no obligation to continue funding now. Representative Spencer noted the decision had not yet been made to phase out these agencies. A discussion followed about the procedure the Chairman had decided upon, after which time Representatives Brown and E. Flynn moved to limit debate. The motion carried on a voice vote and a roll call on the Wheeler motion showed the following results:

YEAS: Bickford, Brown, Gilmore, Kincaid, McCann, Merrill, O'Brien, Scharff, Spencer and Wheeler (10).

NAYS: Bernard, Burton, A. Flynn, E. Flynn, Foss, Frechette, Keans, Kinney, Lachance, Marston, Martling, Pelley, Sullivan, Swope, A. Torr, R. Torr, Vincent, and Young (18).

Representative E. Flynn moved to accept the resume of accounts for Non-County Agencies and Representative Marston seconded the motion. Representative McCann made a point of order that the motion on the floor was for approval of the entire budget open to amendments, not a portion thereof.

Representative Burton urged the Delegation to vote against the motion so that the needs of other agencies could be met. Chairman Frechette allowed the motion and it failed 12 to 16, as follows:

YEAS: Bernard, Bickford, A. Flynn, E. Flynn, Frechette, Kinney, Marston, Martling, Sullivan, Swope, Vincent, and Young (12).

NAYS: Brown, Burton, Foss, Gilmore, Keans, Kincaid, Lachance, McCann, Merrill, O'Brien, Pelley, Scharff, Spencer, A. Torr, R. Torr, and Wheeler (16).

Representative Burton moved to restore \$4,500 to Pre-Natal and Family Planning. Representative Vincent said we could be here all day; everyone has a pet project, but he did not believe the budget should be handled in this manner. Representative R. Torr said there was no need to hold Subcommittee meetings if we were going to redo all the work in the Full Delegation. Representative Spencer moved the question, Representative Keans seconded. The motion failed 7 to 21 as follows:

YEAS: Burton, Gilmore, McCann, Merrill, Scharff, Spencer, and Wheeler (7).

NAYS: Bernard, Bickford, Brown, A. Flynn, E. Flynn, Foss, Frechette, Keans, Kincaid, Kinney, Lachance, Marston, Martling, O'Brien, Pelley, Sullivan, Swope, A. Torr, R. Torr, Vincent, and Young (21).

Representative R. Torr moved to increase line 9350.06, Meals on Wheels, from \$12,000 to \$24,000. Representative Burton seconded the motion. Representative Swope stated that the Subcommittee had agreed to give Meals on Wheels extra money, but it had been appropriated to Strafford Guidance. The Executive Committee then removed the Strafford Guidance appropriation, which freed up the money for Meals on Wheels. Representative R. Torr stated that if additional funding is not forthcoming, then only six months of the year

will be funded. Representative Vincent asked why some elderly were not paying for meals when they could afford them.

Representative O'Brien moved to fund Meals on Wheels at \$1.00; Representative Vincent seconded the motion. Representative Wheeler was opposed to Representative O'Brien's motion and insisted there was a need to assist those who are living marginally. Representative A. Torr explained that Meals on Wheels was funded by the County for a long time; then Community Action Program (CAP) took over the delivery of meals for them and funding was cut, but left at \$1.00 at the urging of a Representative with foresight. This is a very needed program and, while it may be abused by a few--like every program--it needs to be funded now at \$24,000.

Representative Burton explained that CAP lost its Federal funds for delivery of meals so it had to bill Meals on Wheels. Meals on Wheels needs this funding to pay for delivery. Representative Spencer and Flynn moved the question. The substitute motion, offered by Representative O'Brien, to reduce funding to \$1 failed 3 Yeas to 25 Nays.

YEAS: Bickford, A. Flynn, and O'Brien (3).

NAYS: Bernard, Brown, Burton, E. Flynn, Foss, Frechette, Gilmore, Keans, Kincaid, Kinney, Lachance, Marston, Martling, McCann, Merrill, Pelley, Scharff, Spencer, Sullivan, Swope, A. Torr, R. Torr, Vincent, Wheeler, and Young (25).

Representative R. Torr amended his motion to \$23,900. The motion carried 25 Yeas to 3 Nays.

YEAS: Bernard, Brown, Burton, A. Flynn, E. Flynn, Foss, Frechette, Gilmore, Keans, Kincaid, Kinney, Lachance, Marston, Martling, McCann, Merrill, Pelley, Scharff, Spencer, Sullivan, Swope, A. Torr, R. Torr, Wheeler, and Young (25).

NAYS: Bickford, O'Brien, and Vincent (3).

Representative Gilmore moved to increase line item 9350.11 Strafford Hospice Care to \$2,500, stating that each town in the County was served by Hospice. Also, due to a personnel change, the program for getting funding from municipalities had not been very successful. The motion carried 23 Yeas to 6 Nays.

YEAS: Bernard, Brown, Burton, A. Flynn, E. Flynn, Foss, Frechette, Gilmore, Kincaid, Kinney, Marston, McCann, Merrill, O'Brien, Parks, Pelley, Scharff, Spencer, Swope, A. Torr, R. Torr, Wheeler, and Young (23).

NAYS: Bickford, Keans, Lachance, Martling, Sullivan, and Vincent (6).

Representative Burton moved and Representative Merrill seconded that Strafford Guidance be increased to \$10,000. They are the only mental health center that receives no County funding. The request of Strafford Guidance was \$40,000; they charge for services on a sliding scale.

Representative Swope noted that the request for funding for Strafford Guidance came in the wake of a \$60,000 cut in State funding. Representative O'Brien said that if what Representative Swope says is true, and we accept the costs, then the State will continue to throw the cost of services down to the County level. Representative Spencer said that, as Legislators, we all had to ensure that this cost shifting stop and supported the motion. Representative McCann supported the motion, stating that it is a stop-gap measure and these problems have to be dealt with at the State level. Representative Vincent was opposed to the motion. Representative Keans cautioned the Delegation not to be penny wise and pound foolish, and supported the motion. Representative R. Torr said that there was some concern about Administrator of Strafford Guidance's salary and urged a no vote. The motion failed 10 Yeas to 19 Nays.

YEAS: Burton, Gilmore, Keans, Kincaid, McCann, Merrill, Pelley, Scharff, Spencer, and Wheeler (10).

NAYS: Bernard, Bickford, Brown, A. Flynn, E. Flynn, Foss, Frechette, Kinney, Lachance, Marston, Martling, O'Brien, Parks, Sullivan, Swope, A. Torr, R. Torr, Vincent, and Young (19).

Chairman Frechette called for a ten minute recess. After the recess, the Delegation resumed the budget on Page 3.

Representative Lachance moved to reduce lines 4100.01, County Commissioners and .02, County Treasurer, to the 1989 appropriation saying he thought it inappropriate to increase elected officials salaries when there had been no request to do so by these officials and during a time of economic recession. The motion was seconded by Representative Keans. Representative E. Flynn said the Delegation had tried to increase these salaries last year and an increase was not wanted at that time either. He urged approval of the increase.

Representative McCann also felt the increases were sending the wrong message to the taxpayers and urged support for the motion. Representative A. Torr said it was appropriate to do this during an election year. The motion failed 13 Yeas to 15 Nays.

YEAS: Bickford, Brown, Gilmore, Keans, Lachance, McCann, Merrill, Parks, Pelley, Scharff, Spencer, Vincent, and Wheeler (13).

NAYS: Bernard, Burton, A. Flynn, E. Flynn, Foss, Frechette, Kincaid, Kinney, Marston, Martling, O'Brien, Sullivan, A. Torr, R. Torr, and Young (15).

Representative Spencer moved to reduce line item 4100.70, Travel, from \$9,500 to \$6,000. Representative Lachance

seconded the motion. There was some discussion about the Jail Advisory Committee and the travel its expects will be necessary to adequately study the electronic monitoring system followed. The motion carried 20 Yeas to 8 Nays.

YEAS: Bickford, Brown, Burton, Foss, Gilmore, Keans, Lachance, Marston, Martling, McCann, Merrill, O'Brien, Parks, Pelley, Scharff, Spencer, Sullivan, Vincent, Wheeler, and Young (20).

NAYS: Bernard, A. Flynn, E. Flynn, Frechette, Kincaid, Kinney, A. Torr, and R. Torr (8).

Representative Lachance motioned to reduce line 4110.01, County Attorney to \$42,500. The motion was seconded by Representative McCann. There was no discussion. The motion failed 7 Yeas to 21 Nays. Representative Merrill asked why there was an increase in line 4110.02, Assistant County Attorneys. Chairman Frechette responded that it was because the Career Prosecutor Grant had been moved into the County Attorney's budget.

Representative Spencer moved that line item 4118, Drug Prosecutor Grant, be increased to read \$60,000 and line item 9077.01, Drug Prosecutor Grant Revenues, be increased to read \$45,000. This motion was seconded by Representative McCann. These lines are to be used for a full-time drug prosecutor which is needed to fight the increase in drug-related violent crimes. This money will only be spent if there is a matching grant forthcoming from the State. Representative A. Torr asked for clarification; she thought that the \$100,000 appropriated last year, a \$25,000 County/\$75,000 Federal match, was sting money administered through the Attorney General's office. Representative Spencer said there were two grants: one a Federal 3/1 match and one a 50/50 State match. Representative Pelley supported the motion. Representative Keans urged defeat of the motion because this was an inappropriate line for the money. This line is used as a sting pool and there were already enough of those out there. Chairman Frechette said that there is a State and Federal habit of providing seed money which the County grabs and then it

dries up, leaving the County holding the bag. Citing the Career Prosecutor grant program as an example, he cautioned that the Delegation should avoid this in the future. Representatives Brown, Burton, and McCann supported the motion. Representative Parks moved to amend the motion to ensure that the Delegation was not committing future Delegations to funding this line. Representative Spencer seconded the motion. The Amendment carried 20 Yeas to 6 Nays.

Representative Wheeler said that there was \$12,500 in the Subcommittee minutes for sting operations, but the Executive Committee had zeroed it. Representative A. Torr asked what the actual figures were for this line, as several amounts were mentioned: \$15,000, \$60,000 and \$45,000. It was explained the Drug Prosecutor line item budget would be a total of \$60,000; \$45,000 would be from the Federal grant, and \$15,000 the one-third match from the County. Chairman Frechette accepted a motion to limit debate, after which there was some more discussion. Representative Scharff moved to a point of order and stated that the Delegation was in a voting mode. Chairman Frechette said that Representative Scharff was right and called for a vote. The motion carried 16 Yeas and 12 Nays.

YEAS: Bernard, Bickford, Brown, Burton, A. Flynn, Gilmore, Keans, Kincaid, Lachance, Marston, McCann, Merrill, Pelley, Scharff, Spencer, and Wheeler (15).

NAYS: E. Flynn, Foss, Frechette, Kinney, Martling, O'Brien, Parks, Sullivan, A. Torr, R. Torr, Vincent, and Young (12).

Representative McCann moved to reduce line 4120.01, Registrar of Deeds, to \$26,000. There was no second to motion and therefore, it failed.

Representative McCann moved to reduce line item 4140.01, Sheriff, to \$27,500. Representative Vincent seconded the motion. A hand vote showed six in favor and the motion failed.

The motion on the floor then was to accept the Executive Committee Budget Recommendations for 1990 as Amended. It was moved by Representative E. Flynn, seconded by Representative Martling to accept this motion, for a total of 1990 expenditures of \$17,583,991. The results of the vote were as follows:

YEAS: Bernard, Bickford, Brown, Burton, A. Flynn, E. Flynn, Foss, Frechette, Gilmore, Keans, Kincaid, Kinney, Marston, Martling, Merrill, Parks, Pelley, Scharff, Spencer, Sullivan,, A. Torr, R. Torr, Vincent, Wheeler, and Young (25).

NAYS: Lachance and McCann (2).

Representative A. Torr motioned to accept the total of Anticipated Revenues in the amount of \$8,491,747 and the Amount to be Raised by Taxation of \$8,492,244. The motion was seconded by Representative Martling and accepted on the following roll call vote:

YEAS: Bernard, Bickford, Brown, Burton, A. Flynn, E. Flynn, Foss, Frechette, Gilmore, Keans, Kincaid, Kinney, Lachance, Marston, Martling, McCann, Merrill, Parks, Pelley, Scharff, Spencer, Sullivan,, A. Torr, R. Torr, Vincent, Wheeler, and Young (27).

NAYS: None.

Representative Parks commended the Administration of the Riverside Rest Home for doing such an excellent job. Chairman Frechette stated that the next Full Delegation meeting will be December's Re-organizational Meeting, and the next Executive Committee meeting would be in May.

Representatives A. Torr and McCann moved to adjourn, the motion carried unanimously on a voice vote. With no further business, the meeting adjourned at 12:40 a.m.

*Respectfully submitted,
Douglas A. Lachance, Clerk
Strafford County Delegation*

*STRAFFORD COUNTY DELEGATION
EXECUTIVE COMMITTEE
MINUTES OF MEETING OF MAY 18, 1990*

The meeting of the Strafford County Delegation's Executive Committee was called to order at 9:00 a.m. by Acting Chairman W. Kent Martling in the Commissioners Conference Room of the Justice & Administration Building. The meeting opened with a moment of meditation and the pledge to the flag, led by Representative Kincaid. The Acting Chairman asked that the Notice of the Meeting be read for the record, followed by a roll call, which showed the following members present:

PRESENT: Appleby, A. Flynn, E. Flynn, Kincaid, Kinney, Lachance, Martling, Sullivan, and Wall (9 of 15).

EXCUSED: Frechette, and A. Torr.

ABSENT: Bickford, Keans, Swope, and Wheeler.

Representative Sullivan motioned to dispense with the reading of the minutes of the March 17, 1990, and accept them as printed; the motion was seconded by Representative Wall and accepted unanimously. County Treasurer Crocco read the attached letter regarding Tax Anticipation Note Borrowing. Representative Lachance motioned to accept the request of the Treasurer, which was approved by the Commissioners at their May 16, 1990 meeting. The request is to borrow up to \$4.2 million in anticipation of taxes. The motion was seconded by Representative Kincaid and accepted unanimously on a roll call vote as follows:

YEAS: Appleby, A. Flynn, E. Flynn, Kincaid, Kinney, Lachance, Martling, Sullivan, and Wall (9 of 15).

NAYS: None.

Executive Assistant Bower noted that there was an error on page 1 of the First Quarter Budget Report. Line 6140, Jail Industries Program, should read \$22,746.25, and line 9200.01,

Health Insurance, J&A, should read \$61,309.87 under First Quarter Expenditures. Acting Chairman Martling reviewed the entire Budget Report, which he noted was in good shape; totals are under 25% expended. He commended Executive Assistant Bower and the Commissioners.

Representative Lachance questioned the Overtime line on Page 4, County Attorney. Representative Wall stated that she was concerned that the County Attorney will request another attorney. Representative E. Flynn stated that the Delegation passed a footnote on the budget that another attorney position would only be funded if the County received grant money from the State. There was some discussion on the State's payments to the County. There was some discussion on Page 12, Overtime line for the Department of Corrections. It was stated that prior to the opening of the Alms House when there were additional inmates, there was a need for overtime to cover shifts; since that time new guards have been hired and the overtime line should come back into line.

On Page 15, Non-County Agencies, no payments were made in the first quarter because contracts with these agencies are not signed until after the budget is approved. Payments have since been made to these agencies for first quarter expenses. Representative E. Flynn asked a question regarding the Nursing budget. Executive Assistant Bower responded that the salary lines, .04, .05, .06, and .07 are added together and if they are less than 25%, the Rest Home is doing well. The Rest Home will use floaters to cover vacations, sick leave, etc., only when absolutely necessary.

Representative Wall asked about the status of the Rest Home. Executive Assistant Bower responded that the beds are full at 205, with a 40 person waiting list. There was some discussion regarding the Certificate of Need which the State issued to Frisbee Memorial and Exeter Hospitals to construct a 100 bed Intermediate Care Nursing Facility in Madbury. Since construction of this facility has become too expensive, it has been put on hold. Commissioner Maglaras stated that the Commissioners have requested a review of this situation. There was further discussion regarding the number of beds which are

required to be Medicaid or private pay. Executive Assistant Bower reported that all residents at Riverside are currently either Medicaid or in a "spend-down" situation. He does not anticipate any alleviation of the number of people on the waiting list. There was some concern noted about the Certificate of Need which was issued with no intent to provide services. Executive Assistant Bower noted that Riverside has the only Alzheimer's Unit in the County. Representative Wall asked to be kept up-to-date on this situation. Representative Kinney asked about a licensed Physical Therapist. Executive Assistant Bower explained that the County contracts with a licensed Physical Therapist under line 5191.29, Contract Services and we employ a licensed Physical Therapist Assistant under line 5191.02. Representative E. Flynn asked about line 5020.99, RRH Revenues, Adjustments to Income; this is an adjusting entry line and is required by the auditor.

Representative E. Flynn motioned to accept the First Quarter Budget Report, the motion was seconded by Representative Appleby and accepted unanimously on a voice vote.

Commissioner Maglaras reported that the Alms House was open; some painting and elevator work is all that remains to be completed. There will be an Open House for invited guests on Friday, June 29, and an Open House for the general public on Saturday, June 30, 1990. The next Executive Committee meeting will be held in mid-August to review the Second Quarter Budget Report.

With no further business, Representative Wall moved that the meeting adjourn; the motion was seconded by Representative Sullivan and accepted unanimously at 10:06 a.m.

*Respectfully submitted,
Douglas Lachance, Clerk
Strafford County Delegation*

*STRAFFORD COUNTY DELEGATION
EXECUTIVE COMMITTEE
MINUTES OF MEETING OF AUGUST 24, 1990*

The meeting of the Strafford County Delegation's Executive Committee was called to order at 9:00 a.m. by Chairman Roland Frechette in the Commissioners Conference Room of the Justice & Administration Building. The meeting opened with a moment of meditation and the pledge to the flag, led by Representative Sullivan.

The Notice of the Meeting was read for the record, followed by a roll call, which showed the following members present:

PRESENT: A. Flynn, E. Flynn, Frechette, Kincaid, Kinney, Sullivan, Swope, A. Torr and Wells-Wheeler (8 of 15).

EXCUSED: Appleby and Bickford.

ABSENT: Keans, Lachance, Martling, and Wall.

Representative E. Flynn motioned to dispense with the reading of the minutes of the May 18, 1990 Executive Committee meeting, and accept them as printed; the motion was seconded by Representative Sullivan and accepted unanimously.

Representative Kinney noted that there was an error on page 1 of the Second Quarter Budget Report. Line 6133, Jail Industries Program IV, should read 100% expended.

Chairman Frechette proceeded with the review of the Second Quarter Budget Report.

On Page 3, Administration, the explanation of the overexpenditure for line 4100.20, Legal, was questioned. Executive Assistant Bower explained that due to time and personnel constraints, the County Attorney was unable to represent the County in depositions taken in the Cogenex lawsuit, and therefore, the County had hired Attorney Gary

Cassavechia to act as our legal counsel. Commissioner Dumont noted that this suit could potentially be very costly to the County and it was imperative that it be handled expeditiously. However, we do not anticipate losing the case. Representative Flynn noted that he was not questioning the County's getting outside counsel; he was questioning the County Attorney's stating that he does not have time for the County. He wondered whether it was because of the overtime situation and the County Attorney not getting what he wanted at budget time. Commissioner Dumont responded that he could not speak for the County Attorney; just that he had said he could not perform this duty for the County.

Commissioner Dumont stated that the County Attorney was contacted when this suit was first brought against the County and he did appear briefly on the County's behalf. However, he was unable to represent the County himself or have one of the Assistant County Attorney's represent us after that. Representative E. Flynn asked if it was indeed a function of the County Attorney's office to represent the County in lawsuits. Executive Assistant Bower responded that it was according to statutes; however, outside attorneys have been hired in the past to provide counsel for the County, as the matter was not in the area of the County Attorney's expertise. We had no choice in this case as he indicated he could not appear and rather than leave the County exposed there was no choice except to seek outside counsel. So far, the cost to the County in this case has been legal counsel for depositions of County employees.

Chairman Frechette noted that he was concerned about the Overtime expenditure on Page 4, County Attorney, line 4110.07. It appears as an excuse for poor management. There is more than one person in that office and an extra attorney was hired this year. There is nothing that can be done about this however. Representative E. Flynn asked if the County Attorney can overexpend his total budget. Commissioner Dumont responded that he could not. Representative Swope asked if a cap could be put on the overtime. Commissioner Dumont responded that we could not as the County Attorney is an elected official and the Commissioners have no control

over how he runs his department except if the bottom line exceeds the appropriation. This applies to all elected officials.

Representative Torr asked if the County Attorney had a full complement of personnel. Executive Assistant Bower responded no; he has had almost a full turnover of personnel. He has commitments to hire a full complement, but they are not on board yet. He has hired a Drug Prosecutor from within, who will be replaced shortly. He has not yet replaced another person who left in April. He does have commitments to replace both these positions. One will begin in a few weeks and the other either the first of October or November. Representative Torr stated that her understanding is that the County Attorney has not been running with the full complement of personnel and he cannot represent the County because he does not have enough time. Also, since he has not replaced all his staff, he has a pool of money which can be shifted around so that by the end of the year he should still be within budget; but this gives him more flexibility in his overtime line or any other line. Executive Assistant Bower said that depending upon when the replacement staff is hired, he could come within the bottom line, which is checked every month. He also noted that we have no control over the salary which he hires new people at which becomes a difficult item for the Commissioners to manage. We do, however, monitor all budgets all the time. Executive Assistant Bower did make specific note that all of the overtime is for clerical staff, none for attorneys. Chairman Frechette noted that the footnotes made in the budget during the budget sessions were present in the quarterly reports.

Chairman Frechette noted that the Sheriff's budget has a high expense for out-of-state travel, but it is explained.

Representative Torr asked about line 4190.56, Intermediate Nursing Care. Executive Assistant Bower responded that this is the County's share of Medicaid. He explained that the first nine months of the year are paid at a lesser rate than the last three months because there is a rate adjustment for all nursing homes handling Medicaid people. The payments in the last three months will be higher than the rest of the year. The State

sets this rate October 1, 1990. Commissioner Dumont noted that the Omnibus Reconciliation Act (OBRA) takes effect October 1, 1990 and this will affect the entire County as well.

Executive Assistant Bower noted under Account 4191, 5% Grant Program, the County will receive the full \$102,000 from the State.

Chairman Frechette inquired as to the status of Jail Superintendent Nelson Goodfield. Executive Assistant Bower reported on the Captain's current health status. Captain Goodfield had a heart attack on his way to work two weeks ago. He was transferred from Frisbie Memorial Hospital to Portsmouth Regional Hospital and has since been transferred to Maine Medical in Portland, where he will undergo surgery for a blockage. He stated that we will keep the Delegation up to date on his health status. He also reported that the Commissioners appointed Lt. Bob LeClair as Acting Superintendent at the Jail and he will continue with overseeing the operations at the Jail until Captain Goodfield's return. Representative Swope asked if the County's insurance would cover the Captain in Maine. Executive Assistant responded yes.

Chairman Frechette asked about the volume of calls under Account 6140.68, Jail Industries Program Telephone. Are these all business calls coming in. Executive Assistant Bower responded that this is business coming in and networking by the Program. As business slows down, the necessity for outreach increases. GFS continues to be very supportive and the County has picked up a couple more clients.

Representative Swope noted that he had read in the paper where the Homemakers of Strafford County had received \$620,000 from the State. Representative Torr stated that she believes the Homemakers have a yearly contract with the State and this money is nothing new.

Chairman Frechette asked about the status of the new kitchen. Executive Assistant Bower responded that everything is working out wonderfully well. He did mention that the

Food line appears to be 51% expended, but we have approximately \$40,000 in inventory; which is normal. We try to buy ahead when good deals are available. Representative Kinney asked if the increase in food prices will affect the budget much. Executive Assistant Bower responded that he does not think so. He believes that we will live within the bottom line of the budget, and thought perhaps it would be less than budgeted due to the decrease in the number of inmates from what was budgeted. But since the cost of perishables may increase, the bottom line will be met.

Chairman Frechette noted that under Revenues, Executive Assistant Bower had explained that actual revenues are more than reflected in the Second Quarter Budget as some of the money billed in the second quarter is not received until the third and fourth quarters.

Representative Swope asked if the conflict in the Middle East and increased oil and gas prices would have an effect on the budget. Executive Assistant Bower explained that fortunately when there was a jump in fuel prices last winter we were notified beforehand by a supplier and therefore, we purchased the oil before the actual increase. Also, coincidentally, we had filled the tanks the week before the invasion of Kuwait, so the tanks are full. The only concern would be the Alms House as that is gas and those tanks do not have as large a capacity as the oil tanks. However, he does not anticipate much of an overexpenditure in the budget due to this. It was noted that these tanks are propane gas, not natural as this was the cheapest conversion at the time of renovation to the Alms House.

Representative Swope motioned to accept the Second Quarter Budget Report, the motion was seconded by Representative E. Flynn and accepted unanimously on a voice vote.

There was some discussion regarding the transfer of funds to be used to conduct a study for the wastewater treatment facility and for payment of bills incurred for repairs to the lagoon system.

Executive Assistant Bower reported that the County has received \$4,510.62 in bills for repairs to the lagoon system thus far. The Commissioners have sent out a Request for Proposals for Wastewater Treatment and Disposal for the County Complex to area engineers and advertised in the newspaper. He anticipates that the cost of this proposal will be around \$5,000. He received two quotes, one for \$6,000 and one for \$12,000. However, he anticipates the bidding procedures will help the County get a lower price, possibly \$5,000. He recommended that the bills for the lagoon work be taken out of the Contingency fund and that the cost of the study be approved, with funds to be appropriated from an account to be determined at the Third Quarter Budget Report meeting.

Representative Torr motioned to accept the recommendation of the Commissioners and transfer funds from the Contingency Account to pay for bills incurred to repair the lagoons and approve getting proposals for a wastewater treatment and disposal plan for the County in an amount not to exceed \$6,000 to be expended from an account to be determined. The motion was seconded by Representative E. Flynn and was accepted unanimously.

The next Executive Committee meeting will be held in mid-November to review the Third Quarter Budget Report.

With no further business, Representative Flynn moved that the meeting be adjourned; the motion was seconded by Representative Sullivan and accepted unanimously at 10:00 a.m.

*Respectfully submitted,
Jean L. Miccolo, Executive Secretary
Strafford County Delegation*

*STRAFFORD COUNTY DELEGATION
EXECUTIVE COMMITTEE
MINUTES OF MEETING OF NOVEMBER 16, 1990*

The meeting of the Strafford County Delegation's Executive Committee was called to order at 9:00 a.m. by Chairman Roland Frechette in the Commissioners' Conference Room of the Justice & Administration Building. The meeting opened with a moment of meditation and the pledge to the flag, led by Representative Anita Flynn. The Notice of the Meeting was read for the record, followed by a roll call, which showed the following members present:

Present:	Appleby, Bickford, A. Flynn, E. Flynn, Frechette, Kincaid, Kinney, Lachance, Martling, Sullivan, Wall, Wells-Wheeler (12 of 15)
Excused:	A. Torr
Absent:	Keans and Swope

Also present were Commissioner Maglaras and Executive Assistant Bower. Representative Appleby apologized for missing the last meeting. Representative E. Flynn motioned to dispense with the reading of the minutes of the August 24, 1990 Executive Committee meeting, and accept them as written; the motioned was seconded by Representative Sullivan and accepted unanimously. Chairman Frechette proceeded with the review of the Third Quarter Budget Report.

There was a comment that on Account No. 4110.07, County Attorney Overtime was not properly monitored by that office. It was decided to continue with the year-to-year approval of Account No. 4118 Drug Prosecutor. It was noted that in Account No. 4140, Sheriff, the bottom line was over seventy-five percent (75%) expended. In response to a question from Representative Kinney, Executive Assistant Bower noted that Account No. 6100.07, Department of Corrections Overtime is offset in Line Item 6100.04, Correctional Staff. Representative Kinney inquired as to whether the Meals on Wheels will be able to continue services. Executive Assistant Bower responded

that due to the high cost per unit calculated for this Agency, 92% of their grant has already been expended. There has been no indication from anyone at Meals on Wheels that they will have any problem providing services for the remainder of the year. He also noted that the cost per unit of service would be adjusted for the next budget. However, the Non-Agencies' budgets cannot be overexpended as they receive a contracted amount.

There was no further discussion on the Third Quarter Budget Report. Representative E. Flynn moved to accept the Third Quarter Budget Report. The motion was seconded by Representative Kincaid and was accepted unanimously on a roll call vote, as follows:

YEAS: Appleby, Bickford, A. Flynn, E. Flynn, Frechette, Kincaid, Kinney, Lachance, Martling, Sullivan, Wall, Wells-Wheeler (12 of 15)

NAYS: None.

Representative E. Flynn commended County Administrator Bower for doing an efficient job. Representative Martling gave his congratulations to Administrator Bower on being chosen Administrator of the Year by the New Hampshire Association of Counties.

Other Business: Commissioner Maglaras reported that the Commissioners have promoted Assistant Superintendent Robert LeClair to Superintendent. The Commissioners have decided to do away with the Assistant position. Commissioner Maglaras reported that the Commissioners will be meeting with the company that holds the Certificate of Need for 100 nursing home beds in Strafford County. There is a long waiting list currently at the Rest Home. He noted that although it is a costly venture to build a new rest home, it is needed. It was also reported that the Certificate of Need was transferred from Frisbee and Exeter Hospitals to a private company, the Coureville Group. Representative Martling asked if there is a time limit on the Certificate of Need. Executive Assistant Bower noted that an agreement needs to be signed with the builder and that having the Certificate of

Need enhanced the property in Madbury for Frisbee and Exeter Hospitals. He also noted that he is unsure if a rest home in Madbury will relieve the pressure on Riverside Rest Home, but it may provide as much or more relief to Rockingham County as it does to Strafford County. Executive Assistant Bower reported on the study for the future of the County's sewage needs. They may, at some point, consider tying into Dover's sewage line. He reported that the Commissioners have hired Provan and Lorber to perform the Waste Water Treatment Facility Study for the County. Representative E. Flynn asked for clarification on the waste water problem as far as whether it affects the drinking water or not. Executive Assistant Bower responded that this is only waste water, and does not affect the drinking water at all. Executive Assistant Bower reported that we are currently in negotiations to house ten (10) white collar criminals at the Alms House Jail facility at \$50 per inmate/per day. Representative Martling asked whether anything is being done in anticipation of the increase in Spanish-speaking inmates, as far as the language barrier. Executive Assistant Bower reported that they are currently looking into this through the Adult Learning Center program in place at the Jail. He also noted that Correctional Officers will need to have twenty (20) hours of training per year in order to be re-certified. They are working on building a video library for several training speeches.

Chairman Frechette announced that the next meeting of the Delegation will be an Organizational Meeting on Wednesday, December 12, 1990 at 7:00 p.m. in Superior Courtroom II. He also announced that he will be stepping down as Chairman of the Delegation and will not be seeking the seat again. Vice Chairman Martling thanked Chairman Frechette for serving the Delegation and the Executive Committee so well over the past two years. With no further business, Representative Sullivan motioned to adjourn the meeting at 9:40 a.m. The motion was seconded by Representative E. Flynn and was accepted unanimously on a voice vote.

*Respectfully submitted,
Douglas Lachance, Clerk
Strafford County Delegation*

*STRAFFORD COUNTY DELEGATION
MINUTES OF ORGANIZATIONAL MEETING OF
DECEMBER 12, 1990*

The Organizational Meeting of the Strafford County Delegation was called to order at 7:00 p.m. by 1989-1990 Chairman Frechette. Acting Clerk Jean Miccolo read the Notice of the meeting and called the roll. The roll call showed the following members present:

PRESENT: Appleby, Bickford, Brown, Corte, Douglass, Flynn, Foss, Frechette, Gilmore, Hambrick, Hashem, Jankowski, Kincaid, Kinney, Marston, Martling, McCann, Merrill, Messier, Musler, Nehring, O'Brien, Pageotte, Parks, Spencer, Sullivan, Swope, A. Torr, R. Torr, Tsiros, Wall, Wheeler, Young (33 of 37).

EXCUSED: Pelley.

ABSENT: Bernard, Keans, and Vincent.

Also present were Commissioners Maglaras and Dumont, County Treasurer Charles Crocco, and Executive Assistant Raymond Bower.

There was a moment of meditation, followed by the pledge to the flag. Chairman Frechette explained that this Organizational Meeting of the Strafford County Delegation, also known as the County Convention, is required by law according to R.S.A. 24:9. State law requires that State Representatives take part in overseeing the operations of the County. He also explained that the business to be conducted tonight will be elect a Chairman, Vice Chairman, Clerk, and members of the Executive Committee. Most Delegates will be required to attend six or seven meetings in January, February, and March on the budget, and then perhaps one or two other meetings later on in the year. The major part of the work is performed by the Executive Committee. The Executive Committee provides a more day-to-day oversight of County

financial operations. This is accomplished through quarterly meetings, where decisions regarding money line item transfers and Commissioners' requests for budget changes are considered. The first order of business was the nominations for Temporary Chairman. Representative Sullivan nominated Representative Flynn, seconded by Representative Swope. With no further nominations for Temporary Chairman, Representative Appleby motioned to cease the nominations, seconded by Representative McCann. Motioned passed on a voice vote.

The Temporary Chairman Flynn stated that the first order of business would be to nominate a Temporary Clerk. Representative Sullivan nominated Representative Wall, as Temporary Clerk, seconded by Representative Kincaid. Representative O'Brien nominated Representative Gilmore as Temporary Clerk, then withdrew the nomination. Motion by Representative McCann, seconded by Representative Merrill, to cease nominations. The motion passed on a voice vote.

The next order of business was a brief recess for the Republicans and Democrats to caucus for a slate of officers for Chairman, Vice Chairman, and Clerk. The meeting recessed for 15 minutes.

The meeting reconvened at 7:30 p.m. Representative A. Torr nominated Representative Martling as Chairman of the Strafford County Delegation, nomination seconded by Representative Foss. Representative McCann nominated Representative Spencer for Chairman, seconded by Representative Pageotte. With no further nominations, Representative Pageotte moved to close the nominations. Seconded by Representative Foss.

Temporary Chairman Flynn invited the two nominees to speak to the Delegation. Both candidates spoke briefly. Temporary Chairman Flynn then requested that Representatives Merrill and Appleby count the votes. Ballots were distributed to the Representatives by Executive Assistant Bower.

With thirty-three (33) votes having been cast, Representative Spencer received 13 and Representative Martling received 20, Representative Martling become the new Chairman for the 1991-1992 Strafford County Delegation.

Chairman Martling thanked the Delegation and stated that he will do his best to be fair and allow everyone to speak. He also thanked ex-Chairman Frechette for doing a fine job as Chairman for 1989-1990 and hopes that he does as well. A round of applause followed. He thanked Douglas Lachance, Clerk of the Delegation for those same two years of hard work. He did a great job as Clerk, even though he was not re-elected. Followed by another round of applause.

Chairman Martling asked for nominations for Vice Chairman. Representative Swope nominated Representative Ralph Torr, seconded by Representative Tsiros. Representative Merrill nominated Representative Spencer, seconded by Representative McCann. With no further nominations, Representative Parks motioned to close nominations. Seconded and accepted. Secret ballots were cast at this time. The same counters were chosen to count the ballots.

With thirty-three (33) votes having been cast, Representative Spencer received 14 and Representative R. Torr received 19, Representative R. Torr become the new Vice Chairman for the 1991-1992 Strafford County Delegation.

Vice Chairman R. Torr thanked the Delegation for its vote of confidence.

Chairman Martling then asked for nominations for Clerk of the Delegation. Representative Kinney nominated Representative Marston for Clerk; seconded by Representative Bickford. Representative Merrill nominated Representative Gilmore as Clerk; seconded by Representative Spencer. There was some discussion on how the Executive Committee was divided. With no further nominations for Clerk, it was voted to cease nominations. Chairman Martling again requested that Representatives Appleby and Merrill count the ballots.

With thirty-three (33) votes having been cast for Clerk, Representative Gilmore received 14 and Representative Marston received 19, Representative Marston become the new Clerk for the 1991-1992 Strafford County Delegation.

Representative O'Brien stated that Strafford County is the only county in the State with a Democratic majority, with the offices of Chairman, Vice Chairman and Clerk held by Republicans. He motioned to adjourn the meeting. The motion was seconded by Representative Musler for the purpose of discussion. Representative Parks noted that the business for which the meeting was called was not complete. In a moral sense, they have not done what they were elected to do; in a legal sense, they will be required to return for another meeting to complete the business at hand. By having to return to hold another meeting, the Delegation could cause the County to lose a significant amount of money.

Representative McCann supported the motion. He noted that this evening there is a temporary party majority and the business to be conducted is very important, i.e. voting to borrow tax anticipation note monies and voting for the continuation of County expenditures until the 1991 budget process is complete. He does not feel that the true wishes of the entire Delegation will be represented at this meeting. He noted that the meeting should be adjourned and rescheduled with a working majority of the Delegation present. He also noted that if Bond Counsel, when approving the TAN borrowing, sees that there was not a majority party present at the meeting, it may cause serious problems. He suggested that the meeting be adjourned.

Representative Flynn moved the question. Chairman Martling stated to vote "Nay" if opposed to the motion and "Yea" if in favor. A roll call vote was taken; the results were as follows:

YEAS: McCann, O'Brien, and Pageotte (3).

NAYS: Appleby, Bickford, Brown, Corte, Douglass, Flynn, Foss, Frechette, Gilmore, Hambrick, Hashem, Jankowski, Kincaid, Kinney, Marston, Martling, Merrill, Messier, Musler, Nehring, Parks, Spencer, Sullivan, Swope, A. Torr, R. Torr, Tsiros, Wall, Wheeler, Young (30).

The motion to adjourn was defeated.

Chairman Martling stated that the next order of business to election of the Executive Committee. The city of Dover has three (3) representatives to the Executive Committee, the city of Rochester has 3, the city of Somersworth has 2, and the towns of Barrington, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rollinsford, and Strafford have a total of 4.

Representative Frechette motioned to have the officers of the Delegation serve on the Executive Committee and be fully voting members. Seconded by Representative Sullivan and accepted unanimously.

The Chairman then declared that Representatives would meet with their respective city/town representatives and elect the members of the Executive Committee. There was some discussion regarding the two "floating" members, one who represents Rochester and the town of Strafford, and one representing Somersworth and Dover. It was determined that these representatives would meet with those representatives from the city/town in which they reside. There was a fifteen minute caucus.

The members of the Executive Committee are as follows:

Dover:	Corte, Kincaid, Kinney
Rochester:	Appleby, Bickford, Brown
Somersworth:	Vincent, Pageotte
Towns:	Wall, Sullivan, Spencer, Swope.

Chairman Martling stated that the next order of business was to entertain a motion for continuation of County expenditures.

Representative Parks gave a brief explanation about the need for this motion. It will allow for an uninterrupted continuation in the operations of Riverside Rest Home, the County Jail, County Attorney's Office, Sheriff and Dispatch Offices, Human Services Department, the Deeds Office, and the Administrative Office until the 1991 budget is passed by the Delegation sometime in March. Representative Swope motioned to allow the County Commissioners to pay those County expenditures statutorily required to be paid until Delegation approval of the 1991 budget. The motion was seconded by Representative Flynn. A roll call vote was taken, with the following results:

YEAS: Appleby, Bickford, Brown, Corte, Douglass, Flynn, Foss, Frechette, Gilmore, Hambrick, Hashem, Jankowski, Kincaid, Kinney, Marston, Martling, Merrill, Messier, Musler, Nehring, O'Brien, Pageotte, Parks, Spencer, Sullivan, Swope, A. Torr, R. Torr, Tsiros, Wall, Wheeler, Young (32).

NAYS: McCann (1).

The motion passed, 32 to 1.

At this time, Chairman Martling invited County Treasurer Crocco to read a letter addressed to the County Delegation Chairman regarding Tax Anticipation Note Borrowing in the amount of \$4 million. Treasurer Crocco read the letter, which is attached and made a part of these minutes. Representative Flynn motioned to accept the recommendation of the County Treasurer and the Commissioners to borrow an amount not to exceed \$4,000,000 in tax anticipation notes for the period January 1, 1991 to December 30, 1991, to be used for the first six (6) months of 1991. The motion was seconded by Representative Tsiros and a roll call vote was taken, with the following results:

YEAS: Appleby, Bickford, Brown, Corte, Douglass, Flynn, Foss, Frechette, Gilmore, Hambrick, Hashem, Jankowski, Kincaid, Kinney, Marston, Martling, Merrill, Messier, Musler, Nehring, O'Brien, Pageotte, Parks, Spencer, Sullivan, Swope, A. Torr, R. Torr, Tsiros, Wall, Wheeler, Young (32).

NAYS: McCann (1).

The motion passed, 32 to 1.

Chairman Martling stated that the Delegation will be meeting again in January to review the Commissioners 1991 Proposed Budget at a Public Hearing, and then subcommittees of the Delegation will meet to review their respective portions of the budget for presentation to the Executive Committee in February.

Representative A. Torr motioned to adjourn; seconded by Representative Kincaid and accepted unanimously.

With no further business, the meeting adjourned at 8:50 p.m.

*Respectfully submitted,
Robert Marston, Clerk
Strafford County Delegation*

DIRECTORY

ADMINISTRATION

Strafford County Justice & Administration Building

PO Box 799

Dover, New Hampshire 03820

<i>Commissioners Office</i>	<i>742-1458</i>
<i>Personnel & Finance Office</i>	<i>742-1458</i>
<i>Human Services Department</i>	<i>742-1469</i>
<i>Information & Referral</i>	<i>742-8078</i>
<i>Family / Child Intervention Program</i>	<i>742-8078</i>
<i>Registry of Deeds</i>	<i>742-1741</i>
<i>County Attorney</i>	<i>749-2808</i>
<i>Registry of Probate</i>	<i>742-2550</i>
<i>Superior Court</i>	<i>742-3065</i>
<i>Cooperative Extension Service</i>	<i>749-4445</i>
<i>Regional Planning Commission</i>	<i>742-2523</i>
<i>Conservation District</i>	<i>749-3037</i>
<i>Community Action Program</i>	<i>749-1334</i>

***Strafford County Sheriff's Office
& Dispatch Center***

PO Box 1218

Dover, New Hampshire 03820 *742-4960*

Strafford County House of Corrections / Jail

County Farm Crossroads

Dover, New Hampshire 03820 *742-3310*

Strafford County Riverside Rest Home

30 County Farm Crossroads

Dover, New Hampshire 03820 *742-1348*

CITIES AND TOWNS

Barrington Town Office
Star Route
Barrington, NH 03825
664-9007

Dover City Hall
288 Central Avenue
Dover, NH 03820
742-3551 *743-6000*

Durham Town Office
13-15 Newmarket Road
Durham, NH 03824
868-5571

Farmington Town Office
Farmington, NH 03835
755-2208

Lee Town Office
Seven Mast Road
Lee, NH 03824
659-5414

Madbury Town Office
13 Town Hall Road
Madbury, NH 03820
742-5131

Middleton Town Office
Union, NH 03887
473-2261

Milton Town Office
Main Street, Box 310
Milton, NH 03851
652-4501

New Durham Town Office
Main Street
New Durham, NH 03855
859-2091

Rochester City Hall
31 Wakefield Street
Rochester, NH 03867
332-1167

Rollinsford Town Office
PO Box 427
Rollinsford, NH 03869
742-2510

Somersworth City Hall
157 Main Street
Somersworth, NH 03878
692-4262

Strafford Town Office
Ctr. Strafford, NH 03815
664-2192

